

**VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING AGENDA-**

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 27, 2021, at 9:00 a.m. via electronic means through a ZOOM Webinar. This is Meeting No. 1543.

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** All Council and Staff will be attending the meeting electronically. Instructions for public participation at the meeting can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/85391550608>*

Item of Business	Page No.
1. CALL TO ORDER REGULAR MEETING	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the Agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA	
a) Bike Skills Park Contract Award	
b) BC Transit Annual Operating Agreement 2021	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1542, Tuesday, July 13, 2021	6
Recommendation: THAT the minutes of Regular Council Meeting No. 1542, held Tuesday, July 13, 2021, be approved as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
None	
8. DELEGATION	
None	
9. STAFF REPORTS	
a) Office of the Chief Administrative Officer	
i. Verbal Report	
ii. 2021 Second Quarter Office of the CAO/Strategic Priorities Update	17

Recommendation: THAT the 2021 Second Quarter Office of the CAO/Strategic Priorities Update be received for information.

iii. BC Active Transportation Infrastructure Grant Reconsideration Application – Friendship Trail: Pemberton Farm Road East Connector 30

THAT Council supports the Village of Pemberton’s reconsideration application to the BC Active Transportation Infrastructure Grant Program, up to an amount of \$661,760, to go toward the Friendship Trail: Pemberton Farm Road East Connector.

AND THAT Council allocate an amount up to \$198,528 from the Gas Tax Community Works Fund to cover the Village’s contribution of the project.

iv. Village of Pemberton Restart Plan 33

Recommendation: THAT the Village of Pemberton Restart Plan report be received.

v. Pemberton Valley Dyking District Request for Funds

Email correspondence from Kevin Clark, Operations and Maintenance Manager, PVDD, dated June 18, 2021, regarding funding for the river gauge program. 52

Recommendation: THAT Council provides direction.

b) Corporate & Legislative Services

i. Appointment of Financial Officer 54

Recommendation: THAT the appointment of Lena Martin as Financial Officer for the Village of Pemberton be rescinded effective August 6th, 2021;

AND THAT Ms. Nikki Gilmore be appointed as Financial Officer for the Village of Pemberton, with all the duties and responsibilities assigned under Section 149 of the *Community Charter* and Village of Pemberton Officers Bylaw No. 683, 2011, effective August 6, 2021;

AND THAT Ms. Lena Martin be removed as an administrative signing authority on the Village of Pemberton TD Bank account (s),the Village of Pemberton Scotiabank account (s) and the North Shore Credit Union account (s);

AND THAT Ms. Lena Martin be removed as a signing authority on all authorizations from Municipal Finance Authority by the Village of Pemberton.

ii. Corporate & Legislative Services 2021 Second Quarter Report – Regular Council Meeting Outstanding Resolutions Listing - Update 56

Recommendation: THAT Council receive the report for information.

iii. Corporate & Legislative Services 2021 Second Quarter Administration Update 60

Recommendation: THAT the Corporate & Legislative Services 2021 Second Quarter Administration Update report be received for information.

c) Finance	
i. Finance Department 2021 Second Quarter Financial Statements	63
Recommendation: THAT the 2021 Second Quarter Financial Statements be received for information.	
d) Development Services	
i. Development Services 2021 Second Quarter Report	77
Recommendation: THAT the Development Services 2021 Second Quarter Report be received for information.	
ii. Nkwûkwma (Benchlands) Official Community Plan Amendment – Early and Ongoing Consultation	81
Recommendation: THAT Council has considered the obligations under Section 475 of the <i>Local Government Act</i> with respect to the Official Community Plan amendment application by Nkwûkwma (Benchlands) and requests that the Applicant organize, advertise, and host at least two (2) public information meetings prior to consideration of First reading of the forthcoming OCP amending bylaw;	
AND THAT Council has considered Section 475 of the <i>Local Government Act</i> and directs Staff to consult with the following organizations before consideration of First Reading to the forthcoming OCP amending bylaw:	
<ul style="list-style-type: none"> • Lil'wat Nation • Squamish-Lillooet Regional District • Ministry of Transportation and Infrastructure • Ministry of Environment – Contaminated Sites Branch • Ministry of Forest, Lands, and Natural Resources – Archeological Branch • Vancouver Coastal Health • Sea-to-Sky School District (No. 48) • Conseil Scolaire francophone de la C.B. (School District No. 93) • Pemberton Valley Dyking District • Pemberton Valley Trails Association • Pemberton Off-Road Cycling Association • Pemberton & District Chamber of Commerce • BC Hydro • TELUS • Shaw Communications 	
e) Operations	
i. Operations Department 2021 Second Quarter Report	87
Recommendation: THAT the Operations Department 2021 Second Quarter Report be received for information.	
f) Recreation Services	
i. Pemberton and District Recreation Services 2021 Second Quarter Report	90
Recommendation: THAT the Pemberton and District Recreation Services 2021 Second Quarter Report be received for information.	

g) Pemberton Fire Rescue	
i. Pemberton Fire Rescue 2021 Second Quarter Report	100
Recommendation: THAT the Pemberton Fire Rescue 2021 Second Quarter Report be received for information.	
10. BYLAWS	
a) Bylaws for Adoption	
i. Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021	108
Recommendation: THAT Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021 be adopted.	
ii. Village of Pemberton Fees and Charges Bylaw No. 905, 2021	110
Recommendation: THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, be adopted.	
11. MAYOR'S Report	
12. COUNCILLORS' Reports	
13. CORRESPONDENCE	
a) For Action	
i. Rob Fisher, Project Coordinator, British Columbia Social Procurement Initiative (BCSPI), dated July 14, 2021, presenting a letter from Karen Elliot and Colleen Evans, Co-Chairs, BCSPI Steering Committee, extending an invitation to the Village to join the BCSPI, and enclosing the Coastal Communities Social Procurement Initiative Phase 1 Report.	145
Recommendation: THAT Council provide direction.	
b) For Information	
i. Michelle Sanstra, Legislative Coordinator, City of Mississauga, dated July 13, 2021, presenting a resolution passed by Council regarding 2021 Canada Day activities.	172
ii. Jennifer Novak, Executive Director, Opioid Response Team, Controlled Substances and Cannabis Branch, Health Canada, thanking the Village for correspondence regarding the opioid crisis dated January 18, 2021.	176
iii. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 13, 2021, announcing the launch of a new Tourism Relief Fund.	179
iv. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 15, 2021, announcing the re-opening of the Local Food Infrastructure Fund with \$23 million to support projects for 2021-2022.	180

- v. Mayor Terry Rysz, District of Sicamous, dated July 15, 2021, seeking support for two resolutions submitted to UBCM respecting the Protection of Outdoor Recreation Opportunities and Established Recreational Sites or Trails in B.C. 181
- vi. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 16, 2021, announcing the launch of a call for applications for the Canada Digital Adoption Program's first stream, Grow Your Business Online, that will award up to \$336.8 million to not-for-profit organizations to support small businesses as they adopt digital technologies and expand their digital presence. 189
- vii. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 20, 2021, announcing the new intake of the Disaster Mitigation and Adaption Fund program. 190
- viii. Carlee Cindric, Chair, Winterfest, dated July 21, 2021, announcing the decision by the Spirit of BC Pemberton Committee to discontinue the annual Winterfest event. 192
- ix. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 22, 2021, announcing the launch of the new Jobs and Growth Fund. 193
- x. Mark Southern, Senior Vice President and Chief Operating Officer, Rocky Mountaineer, dated, July 22, 2021, in response to noise complaints received due to the Rocky Mountaineer idling while parked overnight in Pemberton. 194

Recommendation: THAT the correspondence be received.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD

195

18. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

19. RISE WITH REPORT

20. ADJOURNMENT OF REGULAR COUNCIL MEETING

**VILLAGE OF PEMBERTON
-REGULAR COUNCIL MEETING MINUTES-**

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, July 13, 2021, at 2:30 p.m. via electronic means through a ZOOM Webinar. This is Meeting No. 1542.

IN ATTENDANCE*: Mayor Mike Richman
Councillor Ted Craddock
Councillor Leah Noble
Councillor Amica Antonelli
Councillor Ryan Zant

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative
Lena Martin, Manager of Finance
Robert Grossman, Fire Chief
Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Contract Planner
Ali Chapple, Assistant Operations Manager
Emily White, HR Coordinator & Executive Assistant
Laura Murphy, Project & Research Coordinator
Vinka Hutchinson, Communications & Grant
Coordinator
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 3

MEDIA: 1

****ALL COUNCIL MEMBERS AND STAFF ATTENDED ELECTRONICALLY***

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC & MEDIA

1. CALL TO ORDER REGULAR MEETING

At 2:36 p.m. Mayor Richman called the Regular Meeting to Order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. IN CAMERA (Closed) Meeting

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) employee relations; and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

At 2:37 p.m. Council moved In Camera.

At 5:12 p.m. Council rose from In Camera and recessed the meeting.

3. OPEN THE REGULAR MEETING

At 5:32 p.m. Mayor Richman reconvened the Regular Meeting.

4. APPROVAL OF AGENDA

Moved/Seconded
THAT the agenda be approved as presented.
CARRIED

5. PUBLIC INFORMATION SESSION: 2019 AND 2020 ANNUAL REPORT

Following the staff report, Mayor Richman opened the floor to the public for submissions and questions. There were no questions or submissions from the public.

Moved/Seconded
THAT the 2019 and 2020 Annual Report be received for information.
CARRIED

6. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1540, Tuesday, June 15, 2021

Moved/Seconded
THAT the minutes of Regular Council Meeting No. 1540, held Tuesday, June 15, 2021, be approved as circulated.
CARRIED

b) Special Council Meeting No. 1541, Tuesday, June 29, 2021

Moved/Seconded
THAT the minutes of Special Council Meeting No. 1541, held Tuesday, June 29, 2021, be approved as circulated.
CARRIED

7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising from the previous Regular Council Meeting.

8. RISE WITH REPORT FROM IN CAMERA

At Council Rose with Report from the In Camera meeting held earlier today regarding the following:

a) Stewardship Pemberton Nature Centre Lease Agreement

Moved/Seconded

THAT the lease agreement between the Village and Stewardship Pemberton for a small area within One Mile Lake Park that houses the Nature Centre be renewed for a ten-year term with one ten-year renewal;

AND THAT Mayor and Chief Administrative Officer be authorized to sign the lease agreement on behalf of the Village.

CARRIED

Moved/Seconded

THAT Staff be directed to issue a Notice of Disposition respecting the lease of the lands to Stewardship Pemberton.

CARRIED

Moved/Seconded

THAT Staff be directed to prepare a Permissive Tax Exemption Bylaw for consideration by Council.

CARRIED

9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising.

10. COMMITTEE MINUTES - FOR INFORMATION

There were no Committee minutes for receipt.

11. DELEGATION

There were no delegations.

12. REPORTS

a) Office of the Chief Administrative Officer

i. Verbal Report

(1) BC Ambulance Service Scheduled on Call (SOC) Implementation

CAO Gilmore presented correspondence received from BC Emergency Health Services (BCEHS) regarding the new Scheduled on Call (SOC) system for ambulance service. Discussion focused on concerns that the new system will result in a reduction of service levels and delays in ambulance response. CAO Gilmore noted that a staff level meeting has been planned with BC Ambulance Service at the end of August and that a request for a minister meeting at the upcoming Union of British Columbia Municipalities Annual Convention has been submitted.

Moved/Seconded

THAT prior to the minister meeting planned to take place at the Union of British Columbia Municipalities Annual Convention in September, Staff send correspondence to British Columbia Emergency Health Services, copied to MLA Jordan Sturdy and the Honourable Adrian Dix, Minister of Health, outlining the Village's concerns regarding the reduced service levels related to the implementation of the SOC system.

CARRIED

At 5:49 p.m. Fire Chief Grossman joined the meeting.

b) Pemberton Fire Rescue

i. Pemberton Fire Rescue 2019 and 2020 Annual Reports

Moved/Seconded

THAT the Pemberton Fire Rescue Annual Reports for 2019 and 2020 be received.

CARRIED

At 5:56 p.m. Fire Chief Grossman left the meeting and Lena Martin joined the meeting.

c) Finance

i. 2020 Statement of Financial Information

Moved/Seconded

THAT Council approves the 2020 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

CARRIED

At 6:03 p.m. Ms. Martin left the meeting, and Lisa Pedrini and Cameron Chalmers joined the meeting.

d) Development Services

**i. Development Variance Permit No. 130 – Variance to Road Standards
Sunstone Ridge Development – Phase 1 C/D – Lot B, DL211, LLD, Plan
EPP74427 Except Plan EPP96240**

Following the Staff report, Mayor Richman opened the floor to the public for comment regarding DVP No. 130. There were no comments from the public.

Moved/Seconded

THAT Council issue Development Variance Permit (DVP) No. 130 to establish alternate hillside road standards for the Cerulean Drive extension, located on Lot B, DL 211, LLD, Plan EPP74427 Except Plan EPP96240.

CARRIED

At 6:17 p.m. Mr. Chalmers left the meeting.

**i. Official Community Plan (Tiyata - École de la Vallée) Bylaw No. 902, 2021
and Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021
– Rescheduling of Public Hearing**

Moved/Seconded

THAT Staff be directed to officially cancel the Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 originally scheduled for Tuesday July 13, 2021, at 5:30 PM.

CARRIED

Moved/Seconded

THAT Staff be directed to schedule a concurrent Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 on Tuesday September 21, 2021, at 5:30 PM.

CARRIED

At 6:19 p.m. Ms. Pedrini left the meeting.

At 6:19 p.m. Mayor Richman declared a conflict pursuant to section 100 (2) (b) with respect to the proposed Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021, stating that he is part owner of a restaurant and a food truck.

At 6:20 p.m. Mayor Richman left the meeting and was placed in the waiting room and Acting Mayor Zant took the Chair.

13. BYLAWS

a) Bylaws for First, Second and Third Readings

i. Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021

Moved/Seconded

THAT Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021, be amended to limit the number of business licences issued to participants in the Mobile Food Vendor Pilot Program to four (4) in a calendar year.

CARRIED

OPPOSED: Councillor Craddock

Moved/Seconded

THAT Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021 receive First, Second, and Third Readings as amended.

CARRIED

OPPOSED: Councillor Craddock

At 6:36 p.m. Mayor Richman returned to the meeting and resumed the Chair.

ii. Village of Pemberton Fees and Charges Bylaw No. 905, 2021

Moved/Seconded

THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, receive First, Second, and Third Readings.

CARRIED

14. MAYOR'S Report

Mayor Richman expressed sympathy for the residents of Lytton after the destruction of their town by wildfire. Mayor Richman commented that it is only the beginning of the wildfire season and thanked the firefighters who have worked hard in extremely difficult conditions to keep communities safe.

Mayor Richman thanked all staff and neighbouring jurisdictions for their hard work and collaboration during the flood threat caused by the unprecedented freshet. Mayor Richman acknowledged Kevin Clark, PVDD Operations Manager, who worked tirelessly to protect the communities.

Mayor Richman observed that these recent events serve as a reminder of the importance of being prepared for an emergency at short notice.

Mayor Richman reported on the following meetings and events:

- Has been in contact with CN regarding the risk of trains diverted from the Lytton route passing through Pemberton, and CN has agreed to implementing enhanced fire safety measures.
- Attended a grade 10 French socials class at Pemberton Secondary School to talk about local government and participated in a productive discussion regarding the recent tensions between youth and RCMP in the community.
- Met with the Honourable Josie Osborne, Minister of Municipal Affairs, to discuss the proposed changes to the rules regarding electronic meetings and public hearings.
- Met with the Honourable David Eby, Attorney General and Minister Responsible for Housing, where funding for affordable housing and complex care was discussed.
- Attended meetings with Vancouver Coastal Health (VCH) regarding immunization. VCH is beginning to catch up on surgeries missed due to the COVID-19 pandemic.
- Attended the Squamish-Lillooet Regional District Board meeting on June 23rd, where the following topics were discussed:
 - BC Hydro presented the Cheakamus Water Use Plan Review;
 - Devine Transfer Station Fees and Charges Regulation Bylaw was adopted;
 - funding was allocated for Anderson Lake dock improvements;
 - an update was provided regarding IAP2 next steps; and
 - first quarter financials and the Statement of Financial Information report were received
- Attended the Squamish-Lillooet Regional District Committee of the Whole meeting on June 24th where the following topics were considered:
 - Klay Tyndall of Spelkúmtn Community Forest provided an update on logging in the Owl Ridge area; and
 - a term letter was secured by a section 219 covenant for the Tiger Bay Development in South Britannia
- Attended the Pemberton Valley Utilities and Services Committee meeting on July 8th where there was a discussion regarding the future of the Pemberton and District Initiative Fund model. As a short-term solution to ensure adequate funds for next year, it was decided that the Farmers' Market would be better funded under the Arts, Culture, and Recreation stream, which would leave sufficient funds in the Economic Development stream for the Chamber of Commerce and Tourism Pemberton.

15. COUNCILLORS' Reports

Councillor Craddock reported on the following:

- accompanied Klay Tyndall on a tour of Spelkúmtn Community Forest operations and had the opportunity to ask many questions of Mr. Tyndall.

Councillor Antonelli reported on the following:

- attended the meeting at Owl Ridge regarding the activities of Spelkúmtn Community Forest in the area and noted that Klay Tyndall did a good job in answering the concerns and questions of those attending.

Councillor Zant reported on the following/did not report.

- Attended the Pemberton Valley Utilities and Services Committee meeting on July 8th:
 - Margot Vaughan, Pemberton Secondary School (PSS) Parent Advisory Committee, thanked the Committee for their support of the PSS sunshade project;
 - Mark Mendonca reported that the Pemberton TV Society has been dissolved; and
 - there was an amendment to the funding of the Pemberton Canoe Association from seed funding to long term r funding.

Councillor Noble did not report.

16. CORRESPONDENCE

a) For Action

- i. Sharon Bishop, Village resident, dated June 22, 2021, expressing opposition to the location of an outdoor basketball court in the downtown.**

Moved/Seconded

THAT Council direct Staff to respond to Ms. Bishop's correspondence.

CARRIED

- ii. Sophie Rivers, Village resident, dated July 6, 2021, expressing concerns regarding Council's approval of an outdoor basketball court to be located at Lot 8 in the downtown.**

Moved/Seconded

THAT Council direct Staff to respond to Ms. Rivers' correspondence.

CARRIED

a) For Information

- i. Cindy Fortin, Mayor, District of Peachland, dated June 9, 2021, addressed to the Minister of Municipal Affairs and the Minister of Environment and Climate Change Strategy, regarding the decision to discontinue the BC Climate Action Revenue Incentive Program (CARIP).**

- ii. **Cindy Graves, Corporate Officer, the Corporation of the Township of Spallumcheen, dated June 11, 2021, addressed to BC Hydro, presenting a resolution passed by Council requesting that the consultation period for residential rate review be extended.**
- iii. **Bill Dingwall, Mayor, City of Pitt Meadows, dated June 14, 2021, addressed to Marc Dalton, MP, Pitt Meadows-Maple Ridge, and the Honourable Lisa Beare, Minister of Tourism, Arts and Culture, calling for further action to find and hold accountable those who were involved in the tragedy that led to the remains of 215 Indigenous children being buried in at the former residential school in Kamloops, B.C.**
- iv. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing the new \$165.7 million Agricultural Clean Technology Program.**
- v. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing two calls for proposals for funding of projects that focus on services and supports to help increase the financial wellbeing of low-income adults, and services and supports to help increase the social inclusion of children and youth.**
- vi. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing the launch of consultation with experts, stakeholders, and Canadians on a definition of senior abuse, and encouraging all interested organizations to participate.**
- vii. **Karla Graham, Corporate Officer, City of North Vancouver, addressed to Jamee Justason, Information and Resolutions Coordinator, Union of British Columbia Municipalities, dated June 23, 2021, presenting a resolution endorsed by the City of North Vancouver Council, asking that UBCM request the Province to amend the *Motor Vehicle Act* to require drivers to provide 1 metre of space at speeds of 50 km/h or less, and 1.5 metres of space at speeds in excess of 50 km/h, when passing people cycling or walking.**
- viii. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, announcing that eligible applicants may now apply for funding under the new Canada Community Revitalization Fund through Regional Development Agencies.**
- ix. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, regarding new legislation that will establish the framework for a new Canada Disability**

Benefit which will form the cornerstone of the Disability Inclusion Action Plan.

- x. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, announcing a new \$200 million Natural Infrastructure Fund that will support projects that use natural or hybrid approaches to protect the natural environment, contribute to economic growth, and improve access to nature for Canadians.**
- xi. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 8, 2021, announcing the investment of \$3.2 billion over the next five years to help improve regulated early learning and childcare for children under 6 years of age in British Columbia.**

Moved/Seconded

THAT correspondence items numbered i to vi and viii to xi be received.

CARRIED

Moved/Seconded

THAT correspondence item number vii from Karla Graham, Corporate Officer, City of North Vancouver be received.

CARRIED

16. DECISION ON LATE BUSINESS

There was no late business.

17. LATE BUSINESS

18. NOTICE OF MOTION

There was no notice of motion.

19. QUESTION PERIOD

There were no questions from the gallery.

20. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) employee relations; and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

At 7:07 p.m. Council moved In Camera.

21. RISE FROM IN CAMERA

At 7:35 p.m. Council rose from In Camera.

22. ADJOURNMENT OF REGULAR COUNCIL MEETING.

Moved/Seconded

THAT Regular Council Meeting No.1542 be adjourned.

CARRIED

At 7:36 p.m. the Regular meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: Tuesday, July 27, 2021
To: Council
From: Nikki Gilmore, Chief Administrative Officer
Subject: Second Quarter Office of the CAO/Strategic Priorities Update

PURPOSE

The purpose of this report is to provide Council with an update on the Second Quarter Strategic Priorities and activities of the Office of the CAO.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's Strategic Priorities and Office of the CAO projects and activities.

It should be noted that the Office of the CAO has not traditionally presented a quarterly report related to day-to-day operations; however, does prepare a Strategic Priorities report twice a year that includes a status update on those projects completed, in progress or not yet actioned. This report will also include updates on activities that occurred in the first quarter to provide a more comprehensive update as this is the first report from this Department.

DISCUSSION & COMMENTS

In late 2020 and early 2021, as a result of staffing changes the Village recruited to fill the positions of Communications and Grants Coordinator and Human Resources Coordinator/Executive Assistant and the position of Emergency Program Coordinator transitioned from the Fire Department to the Office of the CAO. As well, recruitment took place for a Project and Research Coordinator. These new staff members within the Office of the CAO provide specialized, multifaceted support for daily operations as well as key project delivery.

Emergency Management:

In July 2020, the Village's Emergency Program Coordinator, Sarah Toews, role transitioned from a part-time to a full-time role.

In addition to the day-to-day activities of this role, the following provides an update of the activities from January to July 2021:

- Member of the Emergency Operation Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Launched the Community Disaster Resilience Planning Project in partnership with the Justice Institute of BC to support emergency management planning by assessing hazard vulnerabilities and resiliencies to develop an Action Plan for mitigation.

- Coordinated and facilitated a 3-day Emergency Operation Centre training and table top exercise for Village staff.
- Managed the high-water event through the Emergency Operation Centre which required the evacuation of approximately 580 residents.
- Provided support to the Emergency Support Services programs of neighbouring jurisdictions experiencing flood and wildfire emergencies.

Communications and Grants

In December 2020 the Communications and Grant Coordinator, Vinka Hutchinson, joined the Office of the CAO as a new Village employee.

In addition to the day-to-day activities of this role, the following provides an update of the activities from January to July 2021:

- Member of the Emergency Operation Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Launched the Mayor's Taskforce Virtual Hub; One Pemberton to provide timely and accurate information to residents during the COVID-19 Pandemic.
- Launched the Have Your Say Pemberton engagement website and coordinated public engagement efforts on Affordable Housing, the Community Climate Action Plan, and the Pemberton Valley Transit Study.
- Submitted four (4) grant funding applications to support 2021 Strategic Priorities and shovel-ready projects.
- Provided ongoing strategic communications planning, branding and collateral development, public relations and media support, website and social media management and emergency response communications.

Human Resources

In January 2021 the Human Resources Coordinator and Executive Assistant, Emily White, joined the Office of the CAO as a new Village employee.

In addition to the day-to-day activities of this role, the following provides an update of the activities from January to July 2021:

- Member of the Emergency Operation Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Supported extensive recruitment and onboarding of eight (8) new hires.
- Led staff retention activities including the completion of a Staff Engagement Survey and Staff Performance Evaluations.
- Revised the Employee Manual and ongoing updates to COVID-19 policies and procedures.
- Led the implementation of Job Hazard Assessments and Safe Work Procedures.
- Facilitated the 2021 Pemberton Bursary Award program.

Projects and Research

In January 2021 the Projects and Research Coordinator, Laura Murphy, joined the Office of the CAO as a new Village employee.

In addition to the day-to-day activities of this role, the following provides an update of the activities from January to July 2021:

- Member of the Emergency Operation Centre for the ongoing management of the COVID-19 pandemic (Resource and Recovery Team).
- Supported key grant-funded projects including the Mountain Bike Skills Park and Soccer Field Amenity Building at Den Duyf Park.
- Supported projects with regional partners including the Spark Tourism Innovation Lab and Pemberton Waste Transfer Station Subdivision.
- Supported development of the draft Village of Pemberton Economic Development Strategy and draft Indigenous procurement language for Village contracting opportunities.
- Represented the Village as a liaison to BC Transit, the Regional Economic Development Collaborative, Tourism Pemberton, Chamber of Commerce, Destination BC Sea to Sky Committee.

Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. While some initiatives are expected to be completed by end of 2021 others are slated for completion in 2022 or on hold or paused due to circumstances beyond our control.

Staff endeavor to move all initiatives forward within a timely manner; however, some delays have occurred due to the COVID-19 pandemic, other jurisdiction involvement and/or staffing and resource limitations.

It should be noted that a review of Council's priorities will take place in the Fall – those priorities found on the summary are from the check in review taken place in November 2020.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours as the activities undertaken by Staff noted above are operational and incorporated into the day-to-day activities of each department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration

RECOMMENDATIONS

THAT the Second Quarter Office of the CAO/Strategic Priorities Update be received for information.

ATTACHMENTS:

Appendix A: 2nd Quarter Strategic Priorities Status Worksheet

CAO Approval by:	Nikki Gilmore, Chief Administrative Officer
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Village of Pemberton						
Strategic Priorities Status Sheet						
July 27, 2021						
Council						
NOW	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
1.	AFFORDABLE HOUSING IMPL. PLAN CONSULTATION		DS	Completed	February 2021	Upcoming presentation to COW in the Fall/Winter
2.	ECONOMIC DEVELOPMENT STRATEGY		CAO	Ongoing	January 2022	Will require updating to incorporate COVID-19 restart elements
3.	MUNICIPAL FACILITIES		CAO	Ongoing	September 2021	Request for Proposal on design nearly completed; targetted issuance in September 2021
4.	DAYCARE EXPANSION		CAO	On Hold	Unknown	Submitted and declined on two (2) rounds of grant funding; awaiting future announcements and consideration of new funding approach.
5.	CLIMATE ACTION PLAN		DS	Ongoing	Fall 2021	This project will resume once the OCP Planner begins their role in September 2021.
NEXT	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
.	ASSET MANAGEMENT	n/a	Finance/Ops	On hold		Submission of Grant Application for funding through Federation of Canadian Municipalities & UBCM
.	OCP UPDATE	Fall 2020	DS	In Process		New OCP Planner to complete Affordable Housing Action Plan and Community Climate Action Plan in the Fall 2021; followed by a full OCP review expected to take 2 years.
.	BOUNDARY EXTENSION	n/a	CAO	Ongoing		
.	SINGLE USE PLASTIC BAG BYLAW	n/a	Corporate	On hold		Waiting Federal and Provincial Government direction as such adjusted to NEXT priority
.	IMPROVED MONITORING (floods & landslides)	n/a	CAO	Ongoing		
Advocacy/ Partnerships	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
.	<i>Regional Transit</i>	n/a	CAO	In Progress		This was paused during the COVID-19 Pandemic; reinvigoration of the project is expected in the Fall and at UBCM.
.	<i>Second Entrance to Town</i>	n/a	CAO	On hold		This challenging project will need to be addressed through upcoming development applications.
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy					
n/a =	Not assigned					

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ECONOMIC DEVELOPMENT STRATEGY	Ongoing	January 2022	Will require updating to incorporate COVID-19 restart elements
2.	MUNICIPAL FACILITIES	Ongoing	September 2021	Request for Proposal on design nearly completed; targeted issuance in September 2021
3.	DAYCARE EXPANSION	On Hold	Unknown	Submitted and declined on two (2) rounds of grant funding; awaiting future announcements and consideration of new funding approach.
.	IAP2 Implementation	Ongoing		Staff will be using the IAP2 in future community feedback and engagement projects; consideration on incorporating into Council report template.
.	ASSET MANAGEMENT	On hold		Submission of Grant Application for funding through Federation of Canadian Municipalities & UBCM
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Regional Evacuation Plan	Ongoing	December 2021	In partnership with PVDD, SLRD, Lil'wat Nation. In draft - review of trigger points. To be exercised prior to final.
2.	Emergency Management Plan Update	In progress	January 2022	Emergency Operations Centre training and tabletop exercise completed; Emergency Management Plan was tested and will be updated as a result of training exercises.
3.	IMPROVED MONITORING (floods & landslides)	Ongoing		Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
.	Staff EOC & Emergency Management Plan Training	Completed	March/April 2021	EOC Training for Staff March 2021 for EOC Lead Roles; Tabletop exercise completed in April 2021
.				
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Community Forest	Active	October 2020	Interim Board in place. First harvest began June/July 2021.
2.	Fees and Charges (Admin Fees) Bylaw	Completed	July 2021	4th and Final Reading set for July 27, 2021
3.	SINGLE USE PLASTIC BAG BYLAW	On hold		Waiting Federal and Provincial Government direction as such adjusted to NEXT priority
.	Mobile Food Vendor Pilot Program	On going	September, 2022	Policy was approved in May, 2021 for a two year pilot project to complete in September, 2022.
.	Business License Amendment (Mobile Food Vendor)	Completed	July 2021	4th and Final Reading set for July 27, 2021
	Various Bylaw Review and Updates	ongoing	Spring, 2022	Review and updates of the following bylaws in cooperation with other departments: Building Bylaw, Water Connection and Regulation Bylaw, Tree Preservation Bylaw, Site Alteration Bylaw, Sewer Connection and Regulation Bylaw and Blasting Bylaw.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Soccer Field No. 2 (Phase 1)	Ongoing	Fall 2021	Construction underway for Second Soccer Field; Amenity Building RFP to be issued in the Fall 2021
2.	Mountain Bike Skills Park	Ongoing	Spring/Summer 2022	Request for Proposal Awarded; Construction to begin in the Fall of 2021 with completion in Spring/Summer 2022
3.	Pemberton Farm Road East Upgrade	Ongoing	2022	Two (2) grant applications (Healthy Communities and Active Transportation) have been submitted for this project (June and July respectively); awaiting funding to proceed
.	Water Generator	Ongoing	Fall	Construction completed, Commissioning pending
.	Water Treatment Investigation	In Progress	2022	Consultants have been hired to work on options for the treatment of manganese and iron in the Village's water system
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ASSET MANAGEMENT	On hold	0	Submission of Grant Application for funding through Federation of Canadian Municipalities & UBCM
2.	Vadim Payroll Module	In Progress	Fall 2021	Working with Vadim on implementation; expecting to roll out in the Fall 2021
3.	Expense Policy Review	Deferred	Unknown	Due to Staff turnover in the Finance Department, any new projects will be deferred until recruitment is complete
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy			

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	AFFORDABLE HOUSING IMPL. PLAN	Completed	February 2021	Upcoming presentation to COW in the Fall/Winter
2.	CLIMATE ACTION PLAN	Ongoing	Fall 2021	This project will resume once the OCP Planner begins their role in September 2021.
3.	OCP UPDATE	In Process	2023	New OCP Planner to complete Affordable Housing Action Plan and Community Climate Action Plan in the Fall 2021; followed by a full OCP review expected to take 2 years.
.	Development Procedures Bylaw Update	Completed	November 2020	Bylaw adopted in November 2020
.	DCC Bylaw Update - Phase 1	In Process	Spring 2022	Work is currently underway on the Engineering component of the project; consultation is planned for 2022
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	COVID-19 Pandemic	Ongoing		This department's day to day activities and projects have been significantly impacted by the COVID-19 Pandemic. All resources have gone into managing the Public Health Orders. It is anticipated that more regular, activities will resume in the Fall 2021 in a slow and steady process to resume to pre-pandemic activities.
2.	Basketball Court Construction	In Progress	Spring 2022	Funding was secured through the PVUS Committee during the 2021 budget process; Lot 8 on Frontier Street has been identified as the site. This project will be incorporated in to the 2022 workplan, with the securing of a contractor(s) in the Fall/Winter 2021.
3.	Gates Lake Park Potable Water	Deferred		This project has been deferred due to COVID-19 and will be facilitated by the SLRD
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.				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 27, 2021				
Fire/Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	Ongoing	September 2021	Request for Proposal on design nearly completed; targetted issuance in September 2021
2.	Meadows Fire Department	Ongoing	Unknown	The Pemberton Fire/Rescue Department has been working with the Meadows Fire Department on certification and training to bring the Department to a exterior attach designation. More work is required with the SLRD to ensure regular funding.
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Date: Tuesday, July 27, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Vinka Hutchinson, Communications and Grant Coordinator

Subject: BC Active Transportation Infrastructure Grant Reconsideration Application – Friendship Trail: Pemberton Farm Road East Connector

PURPOSE

The purpose of this report is to seek support for a reconsideration application to the BC Active Transportation Infrastructure Grant Program for the Friendship Trail: Pemberton Farm Road East Connector.

BACKGROUND

At the Regular Council Meeting No 1508, held on Tuesday, February 11, 2020, Council passed a resolution to support an application to the Province's Active Transportation Infrastructure Grant Program for the construction of a delineated multi-use path on Pemberton Farm Road East, as part of the Friendship Trail. The application was submitted on February 20, 2020. Unfortunately, this application was unsuccessful.

The 2021/22 intake of the BC Active Transportation Infrastructure Grant Program includes a reconsideration application option for communities that submitted an unsuccessful application for the 2020/21 Grant Program intake. The reconsideration process provides a lower-barrier application process for second-time applicants however applicants are required to show that they have budgeted for their share of project and that funding is available.

Through the BC Active Transportation Infrastructure Grant Program, the Province provides cost-share funding of up to \$500,000 per infrastructure project. Local governments with a community population of less than 15,000 may apply for up to 70% of total eligible project costs.

The 'Friendship Trail: Pemberton Farm Road East Connector' has been identified as a priority segment for completion as part of the Village's Cycling Network Plan and will complete one of the final stages of the 7km Friendship Trail.

The completion of the Friendship Trail has been a strategic priority of the Village since 2014. The delivery of this project will also meet a number of other Village priorities and commitments including:

- supporting safe, active transit
- supporting the Village's Community Climate Action Plan goal of zero-emission transportation

For these reasons, Staff is proposing the Friendship Trail: Pemberton Farm Road East Connector project to be put forward for reconsideration to the BC Active Transportation Infrastructure Grant Program.

DISCUSSION & COMMENTS

This project will see the completion of one of the final stages of the Friendship Trail, physically, socially, and economically linking three jurisdictions (Village of Pemberton, SLRD Area C and Lil'wat Nation).

The 0.75km, separated multi-use path along Pemberton Farm Road East will connect the Friendship Trail between Highway 99 and Den Duyf Park (Pemberton and District Recreation Site) and will include a pedestrian crossing with flashers on Pemberton Farm Road East.

The Class C Cost Estimate totals \$661,760, which includes site preparations, tree removal, landscaping and tree planting, asphalt, curbing, line painting, the installation of an actuated crosswalk and a 20% contingency amount.

If successful, \$463,232 would be covered by the BC Active Transportation Infrastructure Grant Program. Staff recommend Council allocate an amount up to \$198,528 from the Gas Tax Community Works Fund to cover the remainder.

The deadline for the intake is July 30, 2021 (11:59 pm). At this time, Staff is seeking Council's endorsement of the application which is a requirement of the submission.

COMMUNICATIONS

There are no communication considerations at this time. However, should the Village be successful in obtaining funding for the proposed project, the Village would be bound to the communications requirements as set out in the funding agreement.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

Should the Village be successful in obtaining funding, the Village would be required to cost-share 30% of the total project costs.

It is recommended the Village's contribution of \$198,528 towards the project's cost-share would be allocated from Gas Tax Community Works Funds.

Some Staff time will be required for the planning and delivery of this project. This is yet to be determined but will include resources from both Operations and the Office of the CAO.

INTERDEPARTMENTAL IMPACT & APPROVAL

If successful, oversight of this projects will be undertaken by the Operations and Projects Department and would be incorporated into the 2022/23 Work Plans for the Department.

Interdepartmental Approval by:	Tom Csimá, Manager of Operations & Projects
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IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The submission of the grant funding application has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council supports the Village of Pemberton’s reconsideration application to the BC Active Transportation Infrastructure Grant Program, up to an amount of \$661,760, to go toward the Friendship Trail: Pemberton Farm Road East Connector.

AND THAT Council allocate an amount up to \$198,528 from the Gas Tax Community Works Fund to cover the Village’s contribution of the project.

Prepared by:	Vinka Hutchinson, Communications and Grant Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: Tuesday, July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Emily White, HR Coordinator/Executive Assistant
Subject: Village of Pemberton Restart Plan

PURPOSE

The purpose of this report is to update Council on the BC Restart Plan and what that means for the Village of Pemberton as a workplace.

BACKGROUND

The BC Restart Plan was initiated on May 25, 2021 and has 4 Steps that will each come into effect across the province based on achievement of specified milestones within the following categories: declining COVID-19 case counts; declining COVID-19 related hospitalizations; declining COVID-19 related mortality rate and increases in the vaccination rate of those aged 18 and above.

On July 1, 2021 BC moved into Step 3 of the Restart Plan which allows employers to move away from their COVID-19 Safety Plans, continue to bring Staff back into the workplace and allow for bigger meetings such as seminars or training to take place in person.

A summary of the full BC Restart Plan, in relation to workplaces can be found below:

Step	PHO Guidance
Step 1 - Starting May 25	<ul style="list-style-type: none"> • Start a gradual return to workplaces • Employers must continue to have a COVID-19 Safety Plan and daily health check in place
Step 2 – Starting June 15	<ul style="list-style-type: none"> • Continued return to the workplace • Small, in-person meetings allowed • Employers must continue to have a COVID-19 Safety Plan and daily health check in place
Step 3 – Starting July 1	<ul style="list-style-type: none"> • Continued return to the workplace • Seminars and bigger meetings allowed • Workplaces will transition from a COVID-19 Safety Plan to a Communicable Disease Prevention Plan
Step 4 – Earliest date September 7	<ul style="list-style-type: none"> • Workplaces fully reopened

DISCUSSION & COMMENTS

Following the launch of the BC Restart Plan, Staff working from home were asked about their comfort levels in returning to the workplace. Currently the Village of Pemberton has 13 employees who spend either some or all of their time working from home; this primarily spans teams who are typically based out of Municipal Hall including the Office of the CAO, Finance, Development Services, Corporate and Legislative Services but also a select number of Recreation Staff. There were 11 survey responses collected between the period June 3 - 14, 2021.

The Staff survey established that most felt comfortable completing their roles and duties while working remotely and the majority felt their productivity increased while working from home. The following tables include the questions and responses to the survey questions:

In your opinion, how much of your role can be successfully completed from home?

Answer choice	Responses
0-25%	9.09%
26-50%	0.00%
51-75%	45.45%
76-100%	45.45%

How would you rate your productivity working from home?

Answer choice	Responses
Excellent - I'm significantly more productive at home	9.09%
Good - working at home helps my productivity	45.45%
Neutral - I can be just as effective in my typical work location	27.27%
Poor - I am less productive at home	9.09%
Very Poor - I am far less productive at home	0.00%
Not Sure	9.09%

Staff were also asked about comfort levels returning to their typical place of work on a full-time basis. While the majority felt comfortable making the return to work, there were a couple of key themes identified through numerous comments left in the survey. These themes included providing Staff enough time to get fully vaccinated prior to making the move back into their typical place of work, about how cramped and crowded the Municipal Hall office space is and that they would welcome the flexibility to continue working from home on occasion.

Please rate your comfort level returning to your typical work location on a full-time basis between now and Step 3 of the BC Restart Plan (earliest potential date July 1)?

Answer choice	Responses
Comfortable	72.73%
Unsure	18.18%
Not comfortable	9.09%

In addition to the above feedback, the Village of Pemberton also reviewed guidance from both Public Health and WorkSafe BC around transitioning through the BC Restart Plan.

WorkSafe BC has worked extensively with Public Health throughout the COVID-19 pandemic and has provided the following advice for employers in relation to how they migrate from a COVID-19 Safety Plan into a Communicable Disease Prevention Plan:

That employers are to maintain at all times:

- Implementation of policies to support Staff who have symptoms of a communicable disease so they can avoid being at the workplace when sick
- Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through policies and signage to wash their hands regularly and to use appropriate hygiene practices
- Maintaining a clear environment through routine cleaning processes
- Ensuring building ventilation is properly maintained and functioning as designed
- Supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that they are able

After entering Step 3 of the BC Restart Plan, the Village of Pemberton Resource and Recovery Team implemented a Communicable Disease Prevention Plan (**Appendix A**) and Sickness Absence Management Policy (**Appendix C**) in line with the above guidance. These two documents replaced the COVID-19 Safety Plans and Isolation Pay Policy that had been in place prior.

The Communicable Disease Prevention Plan allows the Village of Pemberton to flex between several measures including physical distancing, mask use and occupancy limits within Village facilities in accordance with either Public Health Orders or a local outbreak of a communicable disease. The plan will be supported by a single slide as seen below and attached in **Appendix B**, displaying a summary of 'current measures' that are required by the Village.

Communicable Disease Prevention: VOP Current Measures

Cleaning and Hygiene

Cleaning and Hygiene – VOP continues to comply with published safe work practices that include additional cleaning and hygiene procedures.

Cough and Sneeze Etiquette – VOP continues to practice cough and sneeze etiquette as per the Communicable Disease Prevention Policy.

Promoting Hand Hygiene – VOP continues to practice the promotion of hand hygiene in the workplace as per the Communicable Disease Prevention Policy.

Ventilation – VOP will continue to ensure facility ventilation systems are in good operating condition, and that preventative maintenance is conducted.

PPE

Non-medical masks and face shields – mask wearing is recommended for indoor public spaces, for all people aged 12 and older who are not yet fully vaccinated from COVID-19. Some may choose to continue to wear a mask even when they meet the criteria above and that is ok.

Personal Protective Equipment (PPE) – VOP will continue to provide PPE to Staff in line with the Communicable Disease Prevention Policy and safe work practices. Staff are required to wear PPE applicable for the successful completion of their role with the Village of Pemberton.

Health Screening

Daily health screenings – not currently required.

Self Monitoring – VOP Staff are required to self monitor for any symptoms of Communicable Diseases as per the Communicable Disease Prevention Policy and Sickness Absence Policy.

Self Isolation – VOP Staff are required to self isolate where applicable and in conjunction with the Communicable Disease Prevention Policy and Sickness Absence Policy.

Physical Distancing

Gatherings and Events – no current restrictions.

Occupancy Limits – VOP will continue to apply an occupancy limit to the Municipal Hall. All other occupancy limits are currently lifted at this time.

Physical Distancing – VOP asks all Staff to be mindful of those around you and to check the comfort level of those working in close proximity to you.

Physical Barriers – VOP will continue to keep physical barriers such as plexiglass in place as per the Communicable Disease Prevention Policy.

Measures effective July 1, 2021

While several measures for the Village are now in line with Step 3, the decision was made to uphold the occupancy limit within Municipal Hall to a maximum of 8 employees at a time.

This decision was based upon recent challenges with ventilation, specifically air conditioning within that facility in line with the guidance from WorkSafe BC (see **Appendix D**), the increase in headcount resulting in not enough desk space for a fully staffed workforce in that location and the survey feedback from those currently working from home that their productivity and ability to do their jobs is not currently being impacted negatively by working from home.

To address these challenges, Staff are currently taking time to review the layout of the Municipal Hall to see if there is a possibility to increase desk space. As well, the Operations Department is reviewing the building ventilation systems to ensure they are in compliance with WorkSafe BC guidance and Staff are exploring the option of a Work from Home Policy to give Staff some flexibility to continue working from home beyond the COVID-19 pandemic.

Conclusion for each of these activities should fall in line with the estimated start of Step 4 of the BC Restart Plan on September 7, 2021.

COMMUNICATIONS

The Communicable Disease Prevention Plan and Sickness Absence Management Policy was distributed to all Village Staff on July 12, 2021 along with the current measures slide. Updates to the policies will be communicated to all Staff at monthly Staff meetings, via email and the internal Staff eNEWS as changes are brought forward.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

Depending on the final office layout plan and review of the office ventilation, there may be requirements to purchase additional furniture, equipment and upgrades. In November 2020 the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending including \$540 million for local government, which resulted in the Village of Pemberton receiving \$987,000 in COVID-19 Safe Restart Grants for Local Governments to be used for operations impacted by COVID-19.

Eligible cost are as follows:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

The additional items needed to return to work are eligible expenses for the COVID-19 Safe Restart Grant.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Village of Pemberton Restart Plan report be received for information.

ATTACHMENTS:

Appendix A: Communicable Disease Prevention Plan

Appendix B: Current Measures

Appendix C: Sickness Absence Management Policy

Appendix D: WorkSafe BC Information

Submitted by:	Emily White, HR Coordinator/Executive Assistant
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Communicable Disease Prevention Policy

Department:	CAO	Policy No.:	PER-015
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

POLICY PURPOSE

In March 2020, the B.C. government declared a provincial state of emergency in response to the coronavirus disease 2019 (COVID-19) worldwide pandemic. WorkSafeBC required employers to develop a COVID-19 Safety Plan that outlined the protocols and policies in place to reduce the risk of COVID-19 transmission in the workplace. Employers were required by order of the provincial health officer to post a copy of these COVID-19 Safety Plans.

As the overall risk of COVID-19 transmission has reduced, the provincial health officer has advised that as of July 1, 2021, employers may begin to transition away from posting a copy of a COVID-19 Safety Plan and instead work towards a more general approach to communicable disease prevention.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from person to person. Examples of communicable diseases include COVID-19, norovirus, and seasonal influenza.

POLICY

The Village of Pemberton will strive to prevent or eliminate exposure to communicable diseases by implementing a number of controls, safe work procedures and on the job education and training where applicable or in line with guidance and direction from any of the following; the World Health Organization, BC Centre for Disease Control, WorkSafeBC, the Province of BC, and the local Health Authority's Medical Health Officer.

If Staff identify areas of concern or hazards in relation to this policy, they should report it to a Safety Committee representative, their Manager or the HR Coordinator.

The Village may update this policy based on Staff feedback, operational requirements, and any changes in direction from the previously listed governing bodies.

Scope:

Department:	CAO	Policy No.:	PER-015
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

This policy applies to all Village of Pemberton Staff, Casual or Temporary workers, Contractors, Consultants, Volunteers and members of the public working in or utilizing any of our facilities.

Responsibilities:

Village of Pemberton:

- Understand the risks of communicable diseases
- Implement measures, practices and policies to reduce the risk
- Communicate measures, practices and policies to reduce the risk
- Monitor our facilities and update plans as necessary

Village of Pemberton Staff:

- Abide by implemented practices and policies to reduce risk of communicable diseases in the workplace

Joint Occupational Health and Safety Committee:

- Reviews and updates practices and policies regarding safe work procedures

Resource and Recovery Team:

- Responsible for decision making and communications related to active pandemics, public health emergencies, public health orders and states of emergency

Risk of Communicable Diseases:

Transmission of Communicable Diseases can occur by:

- Breathing in droplets of air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another

Communicable Disease Prevention Policy

Department:	CAO	Policy No.:	PER-015
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

While most Communicable Diseases are transmitted by people who are displaying symptoms, some can be transmitted by people who are asymptomatic.

Position Risk Assessment:

Within the Village of Pemberton, those Staff at most risk of contracting and spreading Communicable Diseases in the workplace are those who work closely with large numbers of people and aren't always able to socially distance themselves from others. For the purpose of the Communicable Disease Prevention Plan we have categorized our Staff and their level of risk in the following table:

POSITION	LEVEL OF RISK
Office Staff with ability to work from home	Low
Customer facing Staff Positions, inclusive of Recreation Staff, Bylaw and Front Counter Staff at Municipal Hall	Low to Moderate
Field Staff (includes Parks, Public Works, Building Inspector)	Low to Moderate
First Aid Attendants	Moderate
Firefighter/First Responders	High

Implementation of Measures:

Throughout the COVID-19 pandemic a number of measures were introduced throughout B.C. to reduce transmission rates. The Village will continue to exercise these measures to varying degrees, on an as needed basis or in line with public health orders to reduce the risk of Communicable Diseases within the workplace.

These measures include the following:

Cleaning and Hygiene:

Increased cleaning and sanitization of work areas. This includes hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas being cleaned and sanitized before and after use and on a regular

Communicable Disease Prevention Policy

Department:	CAO	Policy No.:	PER-015
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

basis. Approved disinfectants should be used and provided by the Village as recommended by Health Canada. Please review our safe work procedures for specifics.

Cough and Sneeze Etiquette:

Enforcement of cough and sneeze etiquette which is a combination of measures that minimizes the transmission of diseases via droplets or airborne routes and includes the following components:

- Covering the mouth and nose with a sleeve or tissue when coughing or sneezing
- Using tissues to contain secretions, and disposal of them promptly in a waste container
- Turning your head away from others when coughing or sneezing
- Washing hands thoroughly afterwards

Daily Health Checks:

The Village may require completion of a successful health screening (electronic or in person) prior to entering a workplace. Health screenings typically include a number of health-related questions to establish whether an individual is at risk of spreading a communicable disease while at work.

Gatherings and Events:

Limitations may be applied to prevent groups coming together either indoors or outdoors. Limitations could be applied but not limited to, meetings, training, orientations, lunch, fitness classes and social events.

Non-medical Masks and Face Shields:

Staff may be required to wear masks or face shields while at work. When wearing masks, they should not be worn below the nose or chin and should be cleaned on a regular basis. Face shields can be used in combination with masks to provide added protection but they cannot be used to replace masks. There may be several exceptions to mask use, these can be found through WorkSafe BC.

Occupancy limits:

If implemented, occupancy limits support physical distancing by applying a limit to the number of individuals present in any one location. Calculations can be made based upon the amount of

Communicable Disease Prevention Policy

Department:	CAO	Policy No.:	PER-015
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

unencumbered floor area per person. Once the occupancy limit for a location is reached, one person must vacate that location to allow for somebody new to enter.

Physical Distancing:

The Village may require physical distancing while at work. This could be achieved through a number of measures; while physically distancing, Staff would be required to maintain a distance of at least 2 metres/6 feet from others in the workplace. While enforced, efforts should be made to avoid congregation in communal or confined spaces such as, but not limited to, entrances, work areas, washroom facilities, kitchens, lobbies or parking lots.

Floor markers or directional arrow could also be placed as a guide in areas where possible congregation could occur.

Physical Barriers:

Clear barriers, typically in the form of plexiglass could allow for locations with high volumes of customers and members of the public to continue to engage with one another while heavily reducing the risk of transmitting communicable diseases. Measures such as “tap” functions on Point of Sale (POS) machines, online payment options, and use of a mail drop-box to limit the number of customer entering workspaces could also be highly encouraged and promoted.

Personal Protective Equipment (PPE):

Staff may be instructed to wear PPE based on the risk of their position and if required by safe work procedures or WorkSafe BC. In this instance Staff would be provided with appropriate PPE where applicable and instructed in its use.

Promoting Hand Hygiene:

Proper hand washing helps to prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Effective hand hygiene involves washing hands well and often with soap and water and scrubbing for at least 20 seconds. Where soap and water is not available, Staff would be encouraged to use an alcohol-

Communicable Disease Prevention Policy

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Amendment			
Approved Date:	TBC		

based hand rub or sanitizer to clean their hands. Hand sanitizer dispensers would be provided by the Village of Pemberton.

Self-Isolating:

When implemented, self-isolation means isolating at home for a set period of time as advised by a medical professional or public health authority. This could come as a result of a positive test result for a communicable disease or potential exposure to a communicable disease. If advised to self-isolate Staff are required to inform their Manager, complete a case management form and either work from home, not go to work or remove themselves from the workplace. Further guidance can be found in the Isolation section of the Village Sickness Absence Management Policy.

Self-Monitoring:

The Village may require Staff to self-monitor for symptoms linked with a communicable disease. If a member of Staff does experiences symptoms while self-monitoring is encouraged they are required to inform their Manager, complete a case management form and either work from home, not go to work or remove themselves from the workplace.

Common symptoms could include but are not limited to fever, headache, muscle pain, runny nose, sore throat, extreme tiredness, and coughs.

Ventilation:

Additional measures may be implemented to ensure ventilation system’s within Village of Pemberton facilities are in good operating condition as designed, and that preventative maintenance is conducted to ensure a healthy indoor air quality.

Communication of Measures:

The Communicable Disease Prevention Policy will be available on Staff Pages and saved as an appendix item to the Employee Handbook.

An overview of the Communicable Disease Prevention Policy will be included in all New Staff Orientation sessions.

Communicable Disease Prevention Policy

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The Village will review and enforce measures as stated within the Communicable Disease Prevention Policy on an as needed basis or in line with public health orders to reduce the risk of Communicable Diseases within the workplace.

Staff will be notified of current measures or changes to current measures through Staff Communications and a copy of current measures will always be available on Staff Pages.

Please be advised that failure to comply with current Communicable Disease Prevention measures and subsequent policies could result in disciplinary action.

Communicable Disease Prevention: VOP Current Measures

Appendix B

Cleaning and Hygiene

Cleaning and Hygiene – VOP continues to comply with published safe work practices that include additional cleaning and hygiene procedures.

Cough and Sneeze Etiquette – VOP continues to practice cough and sneeze etiquette as per the Communicable Disease Prevention Policy.

Promoting Hand Hygiene – VOP continues to practice the promotion of hand hygiene in the workplace as per the Communicable Disease Prevention Policy.

Ventilation – VOP will continue to ensure facility ventilation systems are in good operating condition, and that preventative maintenance is conducted.

PPE

Non-medical masks and face shields – mask wearing is recommended for indoor public spaces, for all people aged 12 and older who are not yet fully vaccinated from COVID-19. Some may choose to continue to wear a mask even when they meet the criteria above and that is ok.

Personal Protective Equipment (PPE) – VOP will continue to provide PPE to Staff in line with the Communicable Disease Prevention Policy and safe work practices. Staff are required to wear PPE applicable for the successful completion of their role with the Village of Pemberton.

Health Screening

Daily health screenings – not currently required.

Self Monitoring – VOP Staff are required to self monitor for any symptoms of Communicable Diseases as per the Communicable Disease Prevention Policy and Sickness Absence Policy.

Self Isolation – VOP Staff are required to self isolate where applicable and in conjunction with the Communicable Disease Prevention Policy and Sickness Absence Policy.

Physical Distancing

Gatherings and Events – no current restrictions.

Occupancy Limits – VOP will continue to apply an occupancy limit to the Municipal Hall. All other occupancy limits are currently lifted at this time.

Physical Distancing - VOP asks all Staff to be mindful of those around you and to check the comfort level of those working in close proximity to you.

Physical Barriers – VOP will continue to keep physical barriers such as plexiglass in place as per the Communicable Disease Prevention Policy.

Sickness Absence Policy

Department:	CAO	Policy No.:	PER-016
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

POLICY PURPOSE

This Policy has been developed to protect the health, safety and well-being of all employees and guide those employees through the Village of Pemberton sickness absence management process.

POLICY

Sick Leave:

Permanent full-time Employees are provided with one and a half sick leave days per month (18 days per year). Permanent part-time and Term Employees are entitled to pro-rated sick leave based on hours worked. Casual Employees are paid in lieu of sick leave.

Any accrued but unused sick leave can be carried forward from year to year, up to a maximum of 119 days, for the purpose of Short-Term Disability leave. The unused sick leave is not cashable or payable on termination of employment.

If operationally feasible, Employees may take time off to attend medical/dental appointments, though they are expected to try to schedule appointments outside of work hours where possible. Sick leave pay must account for the time off. If the Employee has no sick leave entitlement remaining to use for such appointments, vacation leave may be used. If no sick or vacation time is remaining, leave without pay may be granted. A Request for Time Off form must be completed for planned use of sick leave.

When to use Sick Leave:

If you are feeling sick, or have symptoms related to a communicable disease, please don't come into the workplace. If you're well enough, and have the ability to work from home instead, please make those arrangements. You will however, need to notify your Manager if your symptoms worsen and you're unable to continue working.

If you have been advised to self-isolate either by the Village of Pemberton or by a medical authority, either directly or via Public Health Order in relation to a communicable disease, please engage in the Isolation Process below.

Department:	CAO	Policy No.:	PER-016
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
Approved Date:	9 July 2021	Amendment:	0
Amendment			
Approved Date:	TBC		

Sickness Absence Process:

An Employee off work due to illness or injury should contact their Manager to advise that they will be absent. After three consecutive days of sick leave, a note from a medical professional will be required indicating the Employee’s expected date of return. If the absence is due to injury, a note from a medical professional, indicating the Employee is cleared to return to full duties may be required.

If the injury is as a result of a workplace incident, the Village will engage with WorkSafe BC and Employees are encouraged to participate in any subsequent investigations.

For a Sick Leave of Absence lasting more than two weeks, the Employee must submit a written update every two weeks from the Employee’s medical professional advising of the Employee’s expected date of return to work and where applicable any modifications required to support that Employee back into the workplace. These updates should be submitted to the HR Coordinator.

A permanent Employee, who is disabled from performing the essential duties of their regular occupation for a period longer than 119 days, may apply for Long Term Disability (LTD) Benefits with the Village of Pemberton’s insurance carrier provided they are eligible for LTD. Written notice must be submitted to the carrier within 30 days after the date disability starts. Employees who are within six months prior to their sixty-fifth birthday or older, are not eligible for LTD Benefits.

Repetitive failure to comply with the above sickness absence process may result in disciplinary action.

Isolation Process:

The Isolation Process will only be triggered after direction from either the Village of Pemberton or a recognized medical authority. Upon receiving direction to isolate from a medical authority, Employees should inform their Manager straight away. It should then be established whether or not the Employee is well enough and has the ability to work from their isolation location.

Department:	CAO	Policy No.:	PER-016
Sub-department:		Created By:	Emily White
Approved By:	CAO	Amended By:	
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In the instance the Employee is unable to work for the duration of their isolation they will need to complete a time off request form and enter the number of hours they will be unable to work in the 'Isolation' category.

If an Employee experiences illness either during or beyond the isolation period, they will be required to start following the Sickness Absence Process above instead and their Manager will need to update Finance for Payroll purposes accordingly.

Return to work following isolation needs to be approved by the Employee's Manager and the CAO.

Where encouraged by medical authorities and where applicable, the Village may be required to complete contact tracing efforts in conjunction with the Employee in isolation to prevent transmission of communicable diseases within the workplace. Please refer to the Communicable Disease Prevention Policy for further insight.

Employees being asked to quarantine as a result of travel can utilize either vacation leave, banked overtime or unpaid leave for their quarantine period unless a public health order impacting their trip and introducing new guidelines for quarantine periods is triggered at the time of travelling, in which case the Isolation Process can apply.

Prevention of sickness in the workplace:

As per the Communicable Disease Prevention Policy, the Village of Pemberton will strive to prevent or eliminate the exposure to communicable diseases in the workplace and will implement measures where appropriate to support this initiative.

Failure to abide by the Communicable Disease Prevention Policy or any of the safe working practices published by the Village while inside Village facilities, including cleaning and hygiene procedures or cough and sneeze etiquette may could result in disciplinary action.

The Village is also supportive of Employees who choose to receive vaccinations for vaccine preventable conditions. The Village will not tolerate bullying or harassment of any kind, in relation to individual choices when it comes to vaccinations.

Prevent the spread of communicable disease

Ventilation and air circulation

Public health experts advise that moving activities outdoors wherever possible can minimize the spread of communicable disease. For indoor activities, you can improve indoor air quality by supplying outdoor air, which will help remove and dilute contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

Can communicable disease spread through ventilation systems?

At this time, there is no evidence that a building's ventilation system, in good operating condition, contributes to the spread of communicable disease.

What can I do to make sure my ventilation system is operating properly?

Employers must ensure that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort of workers ([Part 4 of the OHS Regulation](#)).

Make sure preventive maintenance is conducted (for example, regular filter changes and inspection of critical components).

Make sure the system is properly balanced. Verify that the system meets its design conditions for air flow, temperature, pressure drop noise, and vibration.

How can I ensure the healthiest indoor air quality in my workplace?

Reduce air recirculation and increase the outdoor air intake as much as possible while maintaining comfortable indoor temperature and humidity. Make sure outdoor air dampers are operating properly.

Do not turn off the ventilation system while the building is occupied. After working hours or on weekends, consider turning the system down, rather than turning it off, if you wish to save power.

What can I do to improve ventilation if I don't have an HVAC system for my workplace?

If feasible, open windows and doors to promote air circulation.

When advised by Public Health, post [occupancy limits](#) to allow for adequate physical distancing in every room. Don't allow overcrowding.

Air cleaning devices that have a HEPA filter will reduce particles in the air. You can use them in rooms with poor air circulation.

If you're using portable fans or air conditioning units, make sure they're set up to avoid blowing air directly from one person's breathing zone to other occupants of a room. Avoid horizontal cross breezes. Instead, set up devices so air flow moves downward from the ceiling.

What about ventilation in vehicles?

Workers using company vehicles should turn the vents or air conditioning controls to allow outdoor air to flow in. Do not set the vents to recirculate.

Leave windows partially open to allow as much outdoor air as possible into the vehicle.

Is there anything special I have to do to my ventilation system after a building has been unoccupied?

If the building has been unoccupied for a period of time, make sure your system has a thorough inspection before it's put back into operation. If your building system includes a cooling tower, you must assess the risk of *Legionella* contamination and disinfect your system as required.

HVAC maintenance workers are required to follow their usual safe work procedures, including the use of personal protective equipment normally worn to conduct maintenance. No special cleaning or disinfecting of the system is necessary when usual safe work procedures are followed.

Sincerely,

Kevin Clark
Operations and Maintenance Manager
Pemberton Valley Dyking District
Office 604 894-6632



Date: July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Appointment of Financial Officer (Manager of Finance)

PURPOSE

The purpose of this report is to rescind the appointment of Ms. Lena Martin as the Financial Officer for the Village of Pemberton and recommend the appointment of Nikki Gilmore, CAO, to hold the position of Financial Officer until such a time as a new Manager of Finance Services has been hired and in place.

BACKGROUND

Pursuant to Section 146 of the *Community Charter* Council must establish Officer positions in relation to the powers, duties and functions and assign those powers, duties and functions to its officer as established. The Officers must be appointed to the position by resolution in accordance with the Village of Pemberton Officers Bylaw No. 683, 2011. The Manager of Finance carries out the statutory responsibilities of the Financial Officer.

In June, 2015, Lena Martin joined the Village as the Manager of Finance and Administrative Services and was appointed as the Finance Officer at the Regular Council Meeting held, Tuesday July 7, 2015. Ms. Martin will be leaving this position effective August 6, 2021, and as a result Ms. Martin's appointment must be rescinded and a new Finance Officer appointed.

Ms. Nikki Gilmore held the position of Finance Officer in her capacity as the former Manager of Finance and Administrative Services and subsequently after her appointment as Chief Administrative Officer Ms. Gilmore continued to serve in as Financial Officer until the vacated position was filled in June, 2015 and the new appointment made. As a new Manager of Finance has not yet been confirmed it would be appropriate for Ms. Gilmore to be appointed Finance Officer in the interim.

In 2015, Ms. Martin added to the list of signing authorities for the Village of Pemberton and to the list of authorized signatories for the Municipal Finance Authority. As Ms. Martin will be leaving the employ of the Village her name will need to be removed from the list. It is recommended that resolutions be passed to remove Ms. Martin as a signing authority for the Village of Pemberton.

DISCUSSION & COMMENTS

Ms. Gilmore is qualified and capable of re-assuming the role and responsibilities of the Financial Officer for the Village of Pemberton as outlined in Section 149 of the *Community Charter*.

COMMUNICATIONS

There is no communication element required for the purposes of updating the signing authority listing.

LEGAL CONSIDERATIONS

There are no legal considerations other than the appointment as required by the *Community Charter* Section 149 and the Village of Pemberton Officers Bylaw No. 683, 2011.

IMPACT ON BUDGET & STAFFING

There will be no impact to the budget as a result of the appointment of Ms. Gilmore as the Finance Officer.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the appointment of Lena Martin as Financial Officer for the Village of Pemberton be rescinded effective August 6th, 2021

AND THAT Ms. Nikki Gilmore be appointed as Financial Officer for the Village of Pemberton, with all the duties and responsibilities assigned under Section 149 of the *Community Charter* and Village of Pemberton Officers Bylaw No. 683, 2011, effective August 6, 2021;

AND THAT Ms. Lena Martin be removed as an administrative signing authority on the Village of Pemberton TD Bank account (s), the Village of Pemberton Scotiabank account (s) and the North Shore Credit Union account (s);

AND THAT Ms. Lena Martin be removed as a signing authority on all authorizations from Municipal Finance Authority by the Village of Pemberton.

Submitted by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Second Quarter Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as at June 30, 2021.

BACKGROUND

As a means of keeping track of outstanding resolutions or action items Staff has developed a resolution/action item tracking listing. This listing is updated after each Council meeting and as matters have been actioned or resolved the issue/matter/item is removed from the listing. This listing is used for internal and administrative purposes and assists Staff with work plan reviews.

DISCUSSION & COMMENTS

Staff initiates action on direction provided by Council through resolutions made at Regular or Special Council meetings. If the direction provided by Council is not in alignment with the current strategic plan, priorities or work plans or is not budgeted it may be necessary for Staff to review and adjust the work program or budget to include new activities or initiatives. In some instances, Staff may be required to complete another project or initiative before they are able to action new direction. As well, it may be that direction requires involvement from other jurisdictions or authorities and as such delays may result. Staff work diligently to move all direction by Council forward in a timely and efficient manner.

The current listing of outstanding items and the status of the work related to the item is attached as **Appendix A**.

It should be noted there are some outstanding resolutions passed by the previous Council. In this regard, the following items are held over from previous Council and are identified on the chart in light blue and are as follows:

- Affordable Housing – Development Cost Charges (incorporated into the Affordable Housing Action Plan and has been incorporated into the 2021 work plan as also identified as a priority by this Council).
- Boundary Extension (deferred to a later date)
- Single Use Strategies (deferred as awaiting federal and provincial direction)

Since the last update on April 27, 2021, there are three items added to the listing as noted on the tracking sheet which have been identified for incorporation into work plans.

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

Appendix A: Regular Council Meeting Second Quarter Outstanding Resolution Listing as at June 30, 2021

Submitted by:	Sheena Fraser, Manager of Corporate and Legislative Services
Approved by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2021

Mtg No	Date	Topic	Resolution	Comment
1463	06-Feb_18	Affordable Housing – Development Cost Charges	THAT consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.	STATUS UPDATE: This was referred for consideration as part of the 2019 Affordable Housing Action Plan. This will be brought forward in the Fall as a stand-alone bylaw, then incorporated into the Development Cost Charge Bylaw Updated.
1472	12-June-18	Boundary Extension	THAT Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	STATUS UPDATE: Staff is reviewing options and will bring this matter back in the future.
1477	2-Oct-18	Single Use Items – Reduction Strategies	THAT the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.	STATUS UPDATE: The Provincial Government concluded its province wide consultation for B.C. Plastic Action Plan and announced in September that it is developing the framework to allow local governments to ban certain types of plastic products. As well, it is proposing to draft a new regulation under the <i>Community Charter</i> to allow local governments to ban single-use plastics without requiring provincial approval. Staff are monitoring and will bring this initiative back when more details are available.
1507	28-Jan-20	Village of Pemberton Gateway Sign Relocation	THAT Staff facilitate refurbishment of the current southern Gateway Sign and explore the cost to refurbish the sign versus development of a new sign and design options for the addition of “welcome” in Ucmalmicwts and French. THAT an application to apply for a Crown land tenure through the community institutional program to relocate the southern Gateway Sign to Part of	STATUS UPDATE: This item was brought forward for consideration in the 2020 budget but deferred to 2021. The application has received review by Lil'wat Nation Referrals Committee and is now complete and is in process of being submitted to the Province. Note: This process takes up to 2 years.

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2021

			Primary: DISTRICT LOT 239, LILLOOET DISTRICT, Plan 24TR6_NEW_WESTMINISTER, PIN 6088620 be endorsed.	
1528	30-Nov-20	Development Cost Charge Bylaw	THAT Staff be directed to prepare an Eligible Development for Waiving or Reducing Development Cost Charge Bylaw for consideration by Council in 2021.	STATUS UPDATE: This matter has been incorporated into the 2021 work plan.
1539	01-June-21	Crown Land Tenure Application – Lillooet River Park and Boat Launch	THAT Staff consider options that would see the existing Crown land tenure area, held by the Village, of the Lillooet River Bridge area, also known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT protected for public purposes; AND THAT Staff consult with the Squamish-Lillooet Regional District Staff to discuss options.	STATUS UPDATE: This matter has been referred to staff for incorporation into work plans as may be accommodated.
1540	15-June-21	Village of Pemberton Bursary Policy Amendment	THAT Staff add to next year's budget discussion consideration of amending the Bursary Policy to increase the value of the bursary and to permit the splitting of the bursary among two or more recipients.	STATUS UPDATE: This matter will be brought forward during the 2022 budget process.
		Truth and Reconciliation Calls to Action - Review	THAT Staff prepare a report providing an update regarding the status of Council's calls to action with respect to Truth and Reconciliation, for presentation at a future meeting of Council.	STATUS UPDATE: This matter has been referred to staff for incorporation into the work plan.

Date: Tuesday, July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager, Corporate & Legislative Services
Subject: Corporate & Legislative Services 2021 Second Quarter Administration Update

PURPOSE

The purpose of this report is to provide Council with an update on the Second Quarter activities of Corporate & Legislative Services Department.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Corporate & Legislative Service Department projects and activities.

It should be noted that Corporate & Legislative Services has not traditionally presented a quarterly report related to day-to-day operations; however, does prepare a report of outstanding resolutions that includes a status update on those in progress or not yet actioned.

Going forward, as Administrative Services has been incorporated in to the Corporate and Legislative Services Department a report that provides information related to the administrative function of the Department will be included in the quarterly reporting. This information will provide an overview of the number of business licences and dog tags issued, customer service requests responded to and include information related to other permit allocations such as water use permits.

DISCUSSION & COMMENTS

Below outlines the activities of the Corporate & Legislative Department and includes statistics and updates related to various areas:

As this is the first time some of these statistics are being provided the charts below include the total number of licences or permits issued for 2019 and 2020 to provide a base line for comparison purposes:

Freedom of Information Requests:

2019	2020	2021 as of June 30, 2021
8	4	4

Business Licences:

2019	2020	2021 as of June 30, 2021
399	416	405

Dog Licences:

2019	2020	2021 as of June 30, 2021
145	157	163

Customer Service Requests:

	2019	2020	2021 as at June 30, 2021
Bylaw Enforcement Complaints/Issues	108	129	55
Animal Control (Dogs)	24	20	15
General /Operational Enquiries	113	124	65
Vandalism Reports	0	2	1
Total CSR's received	245	275	136

Bylaw Enforcement Tickets Issued:

2019	2020	2021
332	249	38

Tickets sent to Collections:

2019	2020	2021
139	85	0

Water Use Permit

2019	2020	2021
7	12	9

Film Permits

2019	2020	2021
5	1	1

Hen Keeping Permits: 8 Permits issued since 2019

Park Use Permits – this function was previously facilitated through the Office of the CAO; however, transitioned to Recreation Services in 2021. Updates can be found in the Recreation Services Quarterly Report.

2019	2020	2021
30	19	11

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours as the activities undertaken by staff noted above are operational and incorporated into the day-to-day activities of each department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Corporate & Legislative Services 2021 Second Quarter Administration Update report be received for information.

Submitted by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: Tuesday, July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance
Subject: 2021 Second Quarter Financial Statements

PURPOSE

To provide Council the Second Quarter Financial Statements for review and receipt.

BACKGROUND

The Village of Pemberton is currently halfway through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 50% mark, however, revenues are slightly higher than this percentile. Staff will continue to monitor the current environment and cash flows to be on budget at year end.

DISCUSSION & COMMENTS

The Village of Pemberton and its government partners have been monitoring and assessing the impact of COVID-19 on our community and local government operations and finances.

The Consolidated Statement (**Appendix A**) indicates that approximately 73% of the revenues have been collected to June 30th. This is due in part to taxes and utilities being received and project grants that have been collected in advance. Additional quarterly revenues and grants will be earned through year end.

On the expenditure side, a total of 60% of the budgeted amounts have been expensed. Large projects are still underway and some expenses such as snow clearing will take place seasonally. Some budgeted seasonal expenses have completed such as Parks start up, hazardous trees removals and landscaping. Other smaller grants and projects have also completed including the Off Leash Dog Park, Public Works Washroom and Public Works Roof Repair.

Percentages are slightly affected by the annual transfers to other governments. Removing these collections shows the Village of Pemberton services at 65% of Revenues collected and 42% of Expenditures incurred.

Current large projects on the 2021 work plan include the second Soccer Field and Amenity Building, Bike Skills Park, Pebble Creek Road Recovery, Water Treatment Preliminary Design, Scada upgrades, Generators for Water and Sewer Servicing, Pemberton Farm Road East Friendship Trail, Community Wildfire Protection, Development Cost Charge Bylaw, Capital Equipment Purchases, Water and Sewer Rate Analysis, Pemberton & District Community Centre Outdoor Basketball Court and Asset Management. These projects will incur additional revenues and expenditures in quarters 3 and 4.

In 2020 The Province provided enhanced relief for businesses by reducing most commercial property tax bills by an average of 25%. For 2021, Council passed an Alternative Tax Collection Bylaw that reduced the late penalty to 5% in July and 5% in October.

At July 20th, 2021 there were \$705,290 outstanding in current taxes and utilities, or 9.5% unpaid, which is better than an average year at that time.

The remaining taxes and utilities will be due September 30th, 2021 under the Alternative Tax Collection Scheme.

The COVID Recovery Grant was received in 2020 to support projects and revenue shortfalls. Eligible expenditures to date are \$80,123, revenue from the grant will be added at year end to offset these expenditures.

An Operating Reserve of \$206,960 was budgeted to support a deficit and has not been utilized at this time and it is expected that the Village of Pemberton will be on budget at year end.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no additional impacts to the budget or staff hours for considerations at this time. All work can be completed in the Finance Departments current work schedule.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no additional impacts to interdepartmental Staff hours for consideration at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this budget has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Village of Pemberton 2021 Second Quarter Financial Statements be received.

ATTACHMENTS:

Appendix A: Second Quarter Financial Statement – June 30, 2021

Submitted by:	Lena Martin, Manager of Finance
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Appendix A

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Allocate Admin General Taxation	1,313,711	1,313,711	-	100%
	Allocate Legislative General Taxation	108,273	108,273	-	100%
	Allocate Fire General Taxation	419,182	419,182	-	100%
	Allocate Development General Taxation	198,731	198,731	-	100%
	Allocate Public Works/ Parks General Taxation	1,263,976	1,263,976	-	100%
	Allocate Transit General Taxation	69,908	69,908	-	100%
	Allocate Rec Surplus	236,030	236,030	-	100%
	Allocate Water Surplus	284,493	284,493	-	100%
	Allocate Sewer Surplus	650	650	-	100%
	Allocate Airport General Taxation	23,671	23,671	-	100%
01-1-005000-6501	Transfer to/from Surplus	(757,382)	(757,382)	-	100%
01-1-006000-1301	Residential (Class 1)	(1,115,259)	(1,111,385)	(3,874)	100%
01-1-006000-1302	Utilities (Class 2)	(57,851)	(57,851)	0	100%
01-1-006000-1305	Light Industry (Class 5)	(47,279)	(47,279)	(0)	100%
01-1-006000-1306	Commercial (Class 6)	(386,315)	(383,887)	(2,428)	101%
01-1-006000-1307	Frontage Collection	(312,591)	(312,048)	(543)	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)	(4,535)	(4,535)	(0)	100%
01-1-006000-1309	Farm (Class 9)	(399)	(399)	0	100%
01-1-006000-1310	Community Enhancement Levy	(7,499)	(7,500)	1	100%
01-1-006000-1311	Community Initiatives and Opportunities		-	-	0%
01-1-006000-1312	Community Centre Parcel Tax		-	-	0%
01-1-006000-1313	Tax Penalties	1	(162)	(70,000)	69,838
01-1-006000-1314	Tax Interest	1	(2,716)	(15,000)	12,284
01-1-006000-1315	Reserve Tax Collection		(347,242)	(347,258)	16
01-1-006200-1350	GIL - BC Rail			(275)	275
01-1-006200-1351	GIL - BC Hydro		(19,315)	(26,000)	6,685
01-1-006200-1352	GIL - Federal Government		(6,685)	(6,300)	(385)
01-1-006300-1375	1% Revenue Grant - Telus	1		(6,685)	6,685
01-1-006300-1376	1% Revenue Grant - BC Hydro		(40,859)	(40,859)	-
01-1-006300-1377	1% Revenue Grant - Shaw		(3,730)	(3,730)	-
01-1-006400-1400	Collections for School		(1,732,925)	(1,511,416)	(221,509)
01-1-006400-1401	Collections for Policing Costs		(272,400)	(246,171)	(26,229)
01-1-006400-1402	Collections for SLRD		(1,251,611)	(1,127,825)	(123,786)
01-1-006400-1404	Collections for STSRHD		(42,672)	(34,893)	(7,779)
01-1-006400-1405	Collections for MFA		(261)	(227)	(34)
01-1-006400-1406	Collections for BCAA		(60,167)	(51,097)	(9,070)
01-1-006600-1450	Investment Interest Income		(18,922)	(25,000)	6,078
01-1-006650-1450	Interest Revenue - Accounts Receivable		(2,175)	(7,500)	5,325
01-1-006900-1504	Licenses - Commercial Vehicles			-	0%
01-1-007000-1550	Sundry Revenue		(1,831)	(3,000)	1,170
01-1-007000-1551	Revenue - Tax Certificates		(3,620)	(5,000)	1,380
01-1-007000-1552	VOP Admin Fee - Fire Protection		(17,299)	(17,299)	-
01-1-007000-1553	VOP Admin Fee - Rescue Service		(5,454)	(5,454)	-
01-1-007100-1600	Rentals		(44,616)	(77,243)	32,628
01-1-007200-1671	Grants - Provincial - SFC	1		(396,964)	396,964
01-1-007300-1555	SOS - Admin reclass			-	0%
01-1-007300-1556	SOS - Water Reclass		(207,167)	(412,389)	205,222
01-1-007300-1557	SOS - Sewer Reclass		(189,903)	(378,160)	188,257
01-1-007300-1558	SOS - Airport Reclass		(25,896)	(51,548)	25,653
01-1-007400-1976	DCC's - Parks Contribution			-	0%
	Total Revenues	(3,068,111)	(3,630,935)	562,824	84%
01-2-008700-6475	Transfer - School Levy		1,732,925	1,511,416	221,509
01-2-008700-6476	Transfer - Police Tax		272,400	246,171	26,229
01-2-008700-6477	Transfer - SLRD		1,251,611	1,127,825	123,786
01-2-008700-6479	Transfer - STSRHD		42,672	34,893	7,779
01-2-008700-6480	Transfer - MFA		261	227	34
01-2-008700-6481	Transfer - BCAA		60,167	51,097	9,070
01-2-008800-6501	Reclass Frontage to Water Revenue Fund		99,985	99,985	-
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund		212,064	212,064	-
01-2-008800-6504	Transfer to General - Capital			-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital		140,298	140,298	-
01-2-008800-6509	Transfer to/from Future Reserves		206,960	206,960	-
	Total Expenses	4,019,341	3,630,935	388,405	111%
	(Surplus) / Deficit	951,229	0		
1*	Received in Q3				

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Allocate Admin General Taxation	(1,145,324)	(1,145,324)	-	100%
	Surplus Carry Forward	(168,388)	(168,388)	-	100%
01-1-106800-1471	Fines - Dog Ticketing Fees		(100)	100	0%
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(935)	(3,250)	2,315	29%
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(1,075)	(536)	(540)	201%
01-1-106900-1500	Admin - Application Fees			-	0%
01-1-106900-1502	Licenses - Dog	(4,234)	(4,115)	(119)	103%
01-1-106900-1503	Licenses - Business	(96,225)	(89,875)	(6,350)	107%
01-1-107200-1671	Grant - Provincial Project - General	1 (24,945)	(130,005)	105,059	19%
01-1-107200-1673	Grant - Other Project - General			-	0%
01-1-107200-1674	Contribution - Other Govt - General		-	-	0%
01-1-107200-1675	Contribution - Other - General	(3,100)		(3,100)	0%
01-1-107200-1676	Transit - Contributions	(4,154)	(8,307)	4,154	50%
01-1-107300-1925	Admin - Other Revenue - Misc	(1,528)	(6,000)	4,472	25%
01-1-107300-1927	Other Revenue - Gas Tax			-	0%
01-1-107500-1990	MFA Proceeds	2 -	(45,000)	45,000	0%
01-1-107600-6500	Admin - Transfer from Reserve	3 -	(373,962)	373,962	0%
	Total Revenues	(1,449,906)	(1,974,860)	524,954	73%
01-2-108000-0000	Admin - Building			-	0%
01-2-108000-6000	Admin - Salaries	507,134	1,082,312	(575,179)	47%
01-2-108000-6002	Admin - Benefits	72,321	156,942	(84,621)	46%
01-2-108000-6003	Admin - Travel, Meals & Accomodation	51	8,550	(8,499)	1%
01-2-108000-6004	Admin - Interest,Comm. & Bank Fees	2,414	4,793	(2,380)	50%
01-2-108000-6005	Admin - Advertising	4,814	7,500	(2,686)	64%
01-2-108000-6006	Admin - Insurance	4 (24,536)	29,438	(4,902)	83%
01-2-108000-6007	Admin - Photocopier	1,912	3,563	(1,650)	54%
01-2-108000-6008	Admin - Postage	5,030	9,375	(4,345)	54%
01-2-108000-6010	Admin - Sundry	1,265	1,592	(327)	79%
01-2-108000-6011	Admin - Telephone	6,981	13,709	(6,728)	51%
01-2-108000-6012	Admin - Hydro	3,431	8,000	(4,569)	43%
01-2-108000-6013	Admin - Land Lease Fees			-	0%
01-2-108000-6014	Admin - IT/Software	58,365	93,568	(35,203)	62%
01-2-108000-6015	Admin - Elections			-	0%
01-2-108000-6016	Admin - Community School Expense		12,475	(12,475)	0%
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,121	10,000	(4,879)	51%
01-2-108000-6020	Admin - Training	2,495	19,500	(17,005)	13%
01-2-108000-6021	Admin - Consultation & Special Evt.		5,000	(5,000)	0%
01-2-108000-6022	Admin - Bad Debt	218		218	0%
01-2-108000-6026	Admin - Website	3,312	8,500	(5,188)	39%
01-2-108000-6525	Admin - Debt Interest	1,268	2,765	(1,496)	46%
01-2-108000-6527	Admin - Debt Principal	27,061	59,259	(32,198)	46%
01-2-108000-6999	Penny Rounding Expense	(0)		(0)	0%
01-2-108100-6100	Admin - Accounting	33,075	30,000	3,075	110%
01-2-108100-6101	Admin - Legal	12,341	30,000	(17,659)	41%
01-2-108100-6103	Admin - Contract & Consultant Labour		25,000	(25,000)	0%
01-2-108100-6104	Admin - Records Management	9,197	10,200	(1,004)	90%
01-2-108200-6125	Admin - Maintenance	16,303	53,542	(37,238)	30%
01-2-108200-6126	Admin - Parts & Supplies	6,252	15,635	(9,382)	40%
01-2-108200-6127	Admin - Hardware	7,534	9,000	(1,466)	84%
01-2-108200-6128	Admin/Bylaw - Fuel & Oil	963	4,000	(3,037)	24%
01-2-108200-6129	Admin/Bylaw - Servicing		3,000	(3,000)	0%
01-2-108250-6023	<i>Amortization Expense - General</i>			-	0%
01-2-108300-6450	Promotions/Community Enhancement	1,500	7,500	(6,000)	20%
01-2-108300-6451	Community Init. & Opport. Fund			-	0%
01-2-108300-6454	Climate Action Carbon Tax Credits		2,500	(2,500)	0%
01-2-108400-6170	Project Admin - General Expense	1 -	128,005	(128,005)	0%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	586	6,662	(6,077)	9%
01-2-108400-6454	Admin - Emergency Management	31,635	67,976	(36,341)	47%
	Total Operating Expenses	847,114	1,929,860	(1,082,746)	44%
01-2-108800-6509	Transfer to Reserves			-	0%
	Total Reserves	-	-	-	0%
01-2-108400-6550	Project - Capital Land Expense - Admin				
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	2	45,000	(45,000)	0%
01-2-108400-6555	Project - Cap - Building			-	0%
	Total Capital Expenses	-	45,000	(45,000)	0%
	Total Expenses	847,114	1,974,860	(1,127,746)	43%
	(Surplus) / Deficit	(602,792)	-		
1*	Community Wildfire Protection Grant \$125,000				
2*	Bylaw Truck Ordered, Q3				
3*	Operating Reserve and Covid Grants Apply at year end				
4*	Annual Expenditure				

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Allocate Legislative General Taxation	(101,621)	(101,621)	-	100%
	Surplus Carry Forward	(6,652)	(6,652)	-	100%
01-1-157600-6500	Leg - Transfer from Reserve	1	(500)	500	0%
	Total Revenues	(108,273)	(108,773)	500	100%
01-2-158000-0000	Legislative Expenses - Other		-	-	0%
01-2-158000-6000	Legislative Indemnities	47,252	96,283	(49,031)	49%
01-2-158000-6002	Legislative - Benefits	881	1,200	(319)	73%
	Employer Tax NEW	400		400	0%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.		8,000	(8,000)	0%
01-2-158000-6005	Leg. Exp. - Advertising		1,000	(1,000)	0%
01-2-158000-6006	Leg. Exp. - Insurance		1,000	(1,000)	0%
01-2-158000-6011	Leg. Exp. - Telephone	398	1,290	(892)	31%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance			-	0%
01-2-158000-6017	Governance Expenses - Public Relations			-	0%
	Total Expenses	48,931	108,773	(59,842)	45%
	(Surplus) / Deficit	(59,342)	0		

1* Covid Grant apply at year end

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME		2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Allocate Fire General Taxation		(383,171)	(383,171)	-	100%
	Surplus/Deficit Fire		(36,011)	(36,011)	-	100%
	Surplus/Deficit Resouce		-	-	-	0%
01-1-206500-1425	SLRD Contributions - Fire Protection		(154,225)	(154,225)	0	100%
01-1-206500-1425	SLRD Contributions - COVID Grant		(4,597)	(4,597)	\$ -	100%
01-1-206500-1426	SLRD Contributions - Rescue Service		(93,012)	(93,012)	\$ -	100%
01-1-206510-1425	LilWat Contributions	1	(69,709)	(139,417)	69,709	50%
01-1-207200-1671	Project - Provincial - FD	2	(36,795)	-	(36,795)	0%
01-1-207201-1673	FD - Capital - Grants Other		-	-	-	0%
01-1-207300-1925	F/D - Other Revenue		(10,852)	(10,000)	(852)	109%
01-1-207500-1990	F/D - MFA Proceeds		-	-	-	0%
01-1-207600-6500	Fire - Transfer from Reserves	3	(19,607)	(90,004)	70,396	22%
	Total Revenues		(807,978)	(910,436)	102,458	89%
01-2-208000-0000	F/D - Rescue Dept Expense		41,909	93,012	(51,103)	45%
01-2-208000-6001	F/D - Honorarium & Wages		137,077	281,607	(144,530)	49%
01-2-208000-6002	F/D - Benefits		21,111	39,000	(17,889)	54%
01-2-208000-6003	F/D - Travel & Training		10,923	35,500	(24,577)	31%
01-2-208000-6004	F/D - Interest & Bank Charges		-	-	-	0%
01-2-208000-6005	F/D - Advertising		198	600	(402)	33%
01-2-208000-6006	F/D - Insurance	4	22,196	26,465	(4,269)	84%
01-2-208000-6009	F/D - Fees & Supplies	4	17,934	17,500	434	102%
01-2-208000-6010	F/D - Sundry		705	7,000	(6,295)	10%
01-2-208000-6011	F/D - Telephone		3,050	6,046	(2,996)	50%
01-2-208000-6012	F/D - Hydro		4,058	10,115	(6,057)	40%
01-2-208000-6014	F/D - IT/Software		4,273	7,200	(2,927)	59%
01-2-208000-6017	F/D - Rental Fees	4	25,735	25,735	-	100%
01-2-208000-6019	F/D - Memberships and Professional Fees	4	1,721	1,625	96	106%
01-2-208100-6101	F/D - Legal		-	500	(500)	0%
01-2-208200-6125	F/D - Maintenance		9,898	35,000	(25,102)	28%
01-2-208200-6126	F/D - Parts & Supplies		41,247	70,000	(28,753)	59%
01-2-208200-6127	F/D - Hardware		2,885	-	2,885	0%
01-2-208200-6128	F/D - Fuel & Oil		4,492	10,000	(5,508)	45%
01-2-208200-6129	F/D - Servicing		6,396	23,000	(16,604)	28%
01-2-208400-6170	Project - Non Capital Exp - Fire		-	-	-	0%
01-2-208600-6453	F/D - Public Relations		37	500	(463)	7%
01-2-208900-6525	Fire - Debt Servicing Interest Expense		5,734	11,452	(5,718)	50%
01-2-208900-6527	Fire - Debt Servicing Principal		6,228	32,329	(26,101)	19%
	Total Operating Expenses		367,808	734,186	(366,378)	50%
01-2-208800-6507	Transfer to Future Reserves	1	41,825	83,650	(41,825)	50%
	Total Reserves		41,825	83,650	(41,825)	50%
01-2-208400-6551	Project - Cap Mach & Equip	5	19,607	47,600	(27,993)	41%
01-2-208400-6552	Project - Cap. Eng. Struct. - Fire	5	-	25,000	(25,000)	0%
01-2-208400-6555	Project - Cap Building	5	-	20,000	(20,000)	0%
	Total Capital		19,607	92,600	(72,993)	21%
	Total Expenses		429,240	910,436	(481,196)	47%
	(Surplus) / Deficit		(378,738)	-		

1* Jan - June Contribution allocated

2* New - Firesmart Grant

3* Covid Grant and Capital Reserve posted at year end

4* Annual Expenditure

5* Projects outstanding; Portable Radios, Fencing, FireHall Design, Mini-Repeater, Gas Detectors

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %	
	Allocate Development General Taxation	(217,769)	(217,769)	-	100%	
	Deficit Carry Forward	19,038	19,038	-	100%	
01-1-256900-1500	DS - Application Fees	(80,400)	(110,000)	29,600	73%	
01-1-256900-1501	Licenses - Building Permits	(351,602)	(280,000)	(71,602)	126%	
01-1-256900-1505	Permit - Water Sprinkling	(300)		(300)	0%	
01-1-257200-1673	Grants - Other	(6,300)		(6,300)	0%	
01-1-257300-1920	DS - Recovery Revenue	(59,656)	(125,000)	65,344	48%	
01-1-257300-1925	DS - Other Revenue - Misc	(540)	(29,002)	28,462	2%	
01-1-257600-6500	Development - Transf from Reserve	1	(5,420)	5,420	0%	
	Total Revenues	(697,529)	(748,153)	50,624	93%	
01-2-258000-0000	DS - Admin	100	2,500	(2,400)	4%	
01-2-258000-6000	DS - Salaries	2	163,890	389,603	(225,713)	42%
01-2-258000-6002	DS - Benefits	27,008	50,135.56	(23,128)	54%	
01-2-258000-6003	DS - Travel, Meals & Accomodation	63	3,000	(2,937)	2%	
01-2-258000-6005	DS - Advertising	2,192	3,000	(808)	73%	
01-2-258000-6006	DS - Insurance			-	0%	
01-2-258000-6011	DS - Telephone	951	2,100	(1,149)	45%	
01-2-258000-6014	DS - IT/Software	4,262	14,600	(10,338)	29%	
01-2-258000-6019	DS - Memberships and Professional Fess	3	4,502	3,564	937	126%
01-2-258000-6020	DS - Training	1,151	6,000	(4,849)	19%	
01-2-258100-6101	DS - Legal	2,399	15,000	(12,601)	16%	
01-2-258100-6102	DS - Engineering Consulting			-	0%	
01-2-258100-6103	DS - Contractors & Consult.	3	17,045	101,650	(84,605)	17%
01-2-258200-6125	DS - Maintenance			-	0%	
01-2-258200-6126	DS - Parts & Supplies	732	1,500	(768)	49%	
01-2-258200-6127	DS - Hardware	307	-	307	0%	
01-2-258200-6128	DS - Fuel & Oil	206	500	(294)	41%	
01-2-258400-6170	Project Dev. - Non Capital Exp	4	30,000	(30,000)	0%	
01-2-258400-6173	Projects - Recoverable DS Expenses	59,656	125,000	(65,344)	48%	
	Total Operating Expenses	284,464	748,153	(463,689)	38%	
01-2-258400-6552	Project - Cap. Eng. Struct. - DS			-	0%	
01-2-258400-6557	DS Project - Capital Buildings			-	0%	
	Total Capital Expenses	-	-	-	0%	
	Total Expenses	284,464	748,153	(463,689)	38%	
	(Surplus) / Deficit	(413,065)	-			
1*	Covid Recovery Grant applied at year end					
2*	Position unfilled - Planner					
3*	Annual Expenditures					
4*	Outstanding Project; DCC Bylaw					
5*	Outstanding Project; Climate Action Plan					

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %	
	Allocate Public Works/Parks General Taxation	(1,212,943)	(1,212,943)	-	100%	
	Surplus Carry Forward	(51,032)	(51,032)	-	100%	
01-1-307200-1670	Grant - Federal Project - General		-	-	0%	
01-1-307200-1671	Project - General - Prov. Grant	1	(29,000)	29,000	0%	
01-1-307201-1671	Project Works Capital - Provincial Grant	1	(2,105,557)	(4,430,448)	2,324,891	48%
01-1-307201-1673	Grant Project - Other	1	(104,000)	104,000	0%	
01-1-307201-1674	Capital Project - Contrib. - Other Govt	1	(462,000)	462,000	0%	
01-1-307201-1675	Project Works - Contribution Other	1	(397,000)	397,000	0%	
01-1-307300-1925	Works - Other Revenue - Misc		(271)	(271)	0%	
01-1-007400-1975	DCC Roads Contribution	1	(217,000)	217,000	0%	
01-1-007400-1976	DCC's - Parks Contribution	1	(315,540)	315,540	0%	
01-1-307500-1990	MFA Proceeds PW	2	(17,500)	(275,000)	257,500	6%
01-1-307600-6500	Public Works - Transf fr Reserve	3	(21,000)	(269,866)	248,866	8%
01-1-357200-1673	Projects - General Parks - Grants Other			-	0%	
01-1-357201-1672	Parks Cap.- Other Govt Contr			-	0%	
01-1-357201-1673	Capital Grants - Other		(50,000)	50,000	0%	
01-1-357600-6500	Parks - Transfer from Reserve		(32,664)	(59,552)	26,888	55%
	Total Revenues	(3,440,967)	(7,873,381)	4,432,414	44%	
01-2-308000-0000	Works - Administration		630	1,000	(370)	63%
01-2-308000-6000	Works - Salaries		303,287	636,796	(333,510)	48%
01-2-308000-6002	Works - Benefits		37,569	75,600	(38,031)	50%
01-2-308000-6003	Works - Travel, Meals & Accomodation			2,250	(2,250)	0%
01-2-308000-6005	Works - Advertising		1,703	1,800	(97)	95%
01-2-308000-6006	Works - Insurance	4	22,343	29,921	(7,578)	75%
01-2-308000-6011	Works - Telephone		2,028	4,706	(2,678)	43%
01-2-308000-6012	Works - Hydro		10,886	25,813	(14,927)	42%
01-2-308000-6014	Works - IT Software		2,209	12,553	(10,344)	18%
01-2-308000-6019	Works - Memberships and Professional Fees		567	1,000	(433)	57%
01-2-308000-6020	Works - Training		2,633	10,500	(7,867)	25%
01-2-308000-6174	Works - Labour Relations Expense			500	(500)	0%
01-2-308000-6525	Works - Equipment Interest		496	2,672	(2,176)	19%
01-2-308000-6527	Works - Equipment Principal		31,544	107,411	(75,867)	29%
01-2-308100-6101	Works - Legal			1,030	(1,030)	0%
01-2-308100-6102	Works - Engineering Consulting				-	0%
01-2-308100-6103	Works - Contractors & Consultants			13,000	(13,000)	0%
01-2-308200-6125	Works - Maintenance	4	36,466	45,000	(8,534)	81%
01-2-308200-6126	Works - Parts & Supplies	5	14,485	20,000	(5,515)	72%
01-2-308200-6127	Works - Hardware		2,261	7,000	(4,739)	32%
01-2-308200-6128	Works - Fuel & Oil		10,880	30,000	(19,120)	36%
01-2-308200-6129	Works - Servicing		-		-	0%
01-2-308200-6176	Works - Road Maintenance		17,687	170,000	(152,313)	10%
01-2-308200-6177	Works - Trail Maintenance		4,500	10,000	(5,500)	45%
01-2-308400-6170	Project - Non Capital Exp - Works	6		121,000	(121,000)	0%
01-2-358000-6002	Parks - Benefits				-	0%
01-2-358000-6005	Parks - Advertising		66		66	0%
01-2-358000-6006	Parks - Insurance	4	14,629	13,805	824	106%
01-2-358000-6012	Parks - Hydro		2,633	4,190	(1,557)	63%
01-2-358200-6125	Parks - Maintenance		20,986	45,000	(24,014)	47%
01-2-358200-6126	Parks - Parts & Supplies		9,919	29,541	(19,622)	34%
01-2-358200-6127	Parks - Hardware			500	(500)	0%
01-2-358200-6128	Parks - Fuel & Oil		420	2,500	(2,080)	17%
01-2-358400-6170	Projects - General - Parks				-	0%
	Total Operating Expenses	550,827	1,425,089	(874,262)	39%	
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW	7	17,500	330,000	(312,500)	5%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	8	572,804	5,793,292	(5,220,488)	10%
01-2-308400-6555	Project - Cap - Building	9	38,173	24,000	14,173	159%
01-2-358400-6550	Project - Capital Land Expense - Parks				-	0%
01-2-358400-6551	Project - Cap. Mach & Equip. Exp - Parks		-		-	0%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	10	32,664	301,000	(268,336)	11%
	Total Capital Expenses	661,141	6,448,292	(5,787,151)	10%	
01-2-358800-6509	Reserve - Transfer for Future Capital Expenditures				-	0%
	Total Reserves	-	-	-	0%	
	Total Expenses	1,211,968	7,873,381	(6,661,413)	15%	
	(Surplus) / Deficit	(2,228,999)	-	(2,228,999)	0%	
1*	Projects; Soccer Field, Skills Park, Farm Road East, Pebble Creek Recovery, EV Chargers, Speed Readers					
2*	Deposit on Loader					
3*	Projects; Asset Management, CCTV, Covid Grant and other small projects					
4*	Annual Expenditures					
5*	Seasonal Equipment Repairs					
6*	Seasonal Supplies					
7*	Asset Management and other small projects					
8*	Deposit on Loader					
9*	Projects; Soccer Field, Skills Park, Farm Road East, Pebble Creek Recovery					
10*	Public Works Washroom (over \$9,000) and Public Works Roof Repair (over \$5,000)					
11*	Outstanding Projects; Farm Road East Trail, One Mile Lake Swingset					

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Allocate Transit General Taxation	(69,908)	(69,908)	-	100%
01-1-507300-1925	Transit - Other Revenue			-	0%
01-1-507600-6500	Transit - Transfer from Reserve		(212,891)	212,891	0%
01-1-507700-1700	Adult Monthly Passes	(15,740)	(8,498)	(7,242)	185%
01-1-507700-1701	Senior/Student Monthly Passes	(3,145)	(2,393)	(752)	131%
01-1-507700-1702	Adult Commuter Tickets	(3,384)	(9,416)	6,032	36%
01-1-507700-1703	Senior/Student Tickets	(1,470)	(560)	(910)	263%
01-1-507700-1704	Local Adult Tickets	(4,700)	(2,007)	(2,693)	234%
01-1-507700-1705	Local Senior/Student Tickets	(576)	(162)	(414)	356%
01-1-507700-1706	Local Transit Farebox	(19,371)	(9,200)	(10,172)	211%
01-1-507700-1710	Greyhound Ticket Sales		-	-	0%
01-1-507700-1720	Whistler Transit Farebox Contribution	(8,654)	(12,479)	3,825	69%
01-1-507700-1721	BC Bus Pass Programme	(2,483)	(13,204)	10,721	19%
01-1-507700-1723	BCT Municipal Admin Charge Allowance	(2,134)	(8,706)	6,572	25%
01-1-507700-1724	Partner Contributions	1 (69,908)	(139,816)	69,908	50%
01-1-507700-1725	BCT Contributions	(91,136)	(292,676)	201,540	31%
	Total Revenues	(292,609)	(781,915)	489,305	37%
01-2-508000-7000	Transit - Admin Fee		8,706	(8,706)	0%
01-2-508000-7001	Transit - Operating Contract	2 201,009	772,459	(571,450)	26%
01-2-508000-7002	Transit - Greyhound Ticket Purchases			-	0%
01-2-508000-7005	Transit - Misc Expense	401	750	(349)	54%
01-2-508800-6509	<i>Transfer to Partner Reserve (Restricted)</i>			-	0%
	Total Expenses	201,410	781,915	(580,505)	26%
				-	0%
	(Surplus) / Deficit	(91,199)	-		
1*	January - June Contributions				
2*	January - March Contract year end, Annual Agreement pending				

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
Recreation	PVUS Committee Budget				
	Total Revenues	(1,392,369)	(1,578,074)	185,705	88%
	Total Expenses	590,382	1,578,074	(987,692)	37%
	(Surplus) / Deficit	(801,987)	-		
General Fund Total (Surplus) / Deficit		(3,624,893)	0		

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME		2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
Allocate Admin General Taxation						
	Surplus Carry Forward		(284,493)	(284,493)	-	100%
03-1-406100-1325	Water - Village User Rates	1	(901,656)	(852,329)	(49,327)	106%
03-1-406100-1326	Water - Frontage Taxes Reclassified	1	(99,985)	(99,985)	-	100%
03-1-406100-1327	Water - Connection Fees		(28,500)	(20,000)	(8,500)	143%
03-1-406100-1329	Water - Penalties	2		(15,000)	15,000	0%
03-1-406100-1333	Water - OB User Rates		(16,552)	(26,297)	9,746	63%
03-1-406100-1334	Water - IP User Rates		(35,806)	(75,936)	40,130	47%
03-1-406100-1335	Water - PNID User Rates		(64,232)	(129,144)	64,912	50%
03-1-406600-1450	Water - Investment Income			(500)	500	0%
03-1-407201-1675	Capital Projects - Contributions				-	0%
03-1-407300-1925	Water - Other Revenue		(9)	-	(9)	0%
03-1-407600-6500	Water - Transfer from Reserve		(80,824)	(285,265)	204,441	28%
	Total Revenue		(1,512,057)	(1,788,950)	276,893	85%
03-2-408000-0000	Water - Administration		653	3,000	(2,347)	22%
03-2-408000-6000	Water - Salaries		249,708	536,798	(287,090)	47%
03-2-408000-6002	Water - Benefits		5,278	10,512	(5,234)	50%
03-2-408000-6003	Water - Travel & Training			800	(800)	0%
03-2-408000-6004	Water - Interest & Bank Charges		418		418	0%
03-2-408000-6005	Water - Advertising		541	1,200	(659)	45%
03-2-408000-6006	Water - Insurance	1	20,343	21,579	(1,237)	94%
03-2-408000-6011	Water - Telephone		2,370	3,977	(1,607)	60%
03-2-408000-6012	Water - Hydro		25,809	64,614	(38,805)	40%
03-2-408000-6014	Water - IT/Software		835	2,520	(1,685)	33%
03-2-408000-6018	Water - Purchases	3	28,436	29,271	(835)	97%
03-2-408000-6020	Water - Training		874	3,000	(2,126)	29%
03-2-408000-6022	Water - Bad Debt Expense				-	0%
03-2-408000-6025	Water - Licenses & Permits			3,000	(3,000)	0%
03-2-408100-6101	Water - Legal			2,000	(2,000)	0%
03-2-408100-6102	Water - Engineering				-	0%
03-2-408100-6103	Water - Contractors & Consultants	4	360	20,000	(19,640)	2%
03-2-408200-6125	Water - Maintenance		41,510	71,125	(29,615)	58%
03-2-408200-6126	Water - Parts & Supplies		5,245	4,000	1,245	131%
03-2-408200-6127	Water - Hardware		81	-	81	0%
03-2-408200-6128	Water - Fuel		9,657	16,387	(6,729)	59%
03-2-408250-6023	Amortization Expense - Water				-	0%
03-2-408900-6525	Water - Interest Expense		25,768	51,536	(25,768)	50%
03-2-408900-6527	Water - Principal Payment		19,658	57,763	(38,105)	34%
03-2-409100-6024	Water - Contingency				-	0%
03-2-408400-6170	Project - Non Capital Exp - Water				-	0%
	Total Operating Expenses		437,544	903,083	(465,539)	48%
03-2-408400-6553	Project - Cap. Village Core Exp - Water	5	80,824	561,867	(481,043)	14%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water				-	0%
	Total Capital Expenses		80,824	561,867	(481,043)	14%
03-2-408800-6509	Transfer to/from Future Reserves		324,000	324,000	-	100%
	Total Reserves		324,000	324,000	-	100%
	Total Expenses		842,368	1,788,950	(946,582)	47%
	(Surplus) / Deficit		(669,689)	-		
1*	Annual Revenues and Expenditures					
2*	Applied in Q3					
3*	Water use increase					
4*	Projects; Water Rates Study					
5*	Ongoing Projects; Scada upgrade, Genset, Water Treatment, Small Equipment					

Village of Pemberton

Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME		2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
Surplus Carry Forward			(650)	(650)	-	100%
05-1-456100-1325	Sewer - Village User Rates	1	(911,974)	(889,999)	(21,975)	102%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	1	(216,521)	(216,521)	-	100%
05-1-456100-1327	Sewer - Connection Fees		(24,300)	(16,000)	(8,300)	152%
05-1-456100-1329	Sewer - Penalties			(10,000)	10,000	0%
05-1-456100-1333	Sewer - OB User Rates		(2,319)	(5,444)	3,125	43%
05-1-456100-1334	Sewer - IP User Rate		(24,124)	(53,069)	28,945	45%
05-1-456600-1450	Sewer - Investment Income			-	-	0%
05-1-457300-1925	Sewer - Other Revenue			-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	1	(2,229)	(2,229)	-	100%
05-1-457500-1990	Funding For Capital Expenditures	2		(100,000)	100,000	0%
05-1-457600-6500	Sewer - Transfer from Reserves			(21,439)	21,439	0%
Total Revenues			(1,182,117)	(1,315,351)	133,234	90%
05-2-458000-0000	Sewer - Administration			5,000	(5,000)	0%
05-2-458000-6000	Sewer - Salaries		248,731	575,115	(326,385)	43%
05-2-458000-6002	Sewer - Benefits		7,107	24,658	(17,551)	29%
05-2-458000-6003	Sewer - Travel		196	800	(604)	24%
05-2-458000-6005	Sewer - Advertising			600	(600)	0%
05-2-458000-6006	Sewer - Insurance	1	35,865	38,139	(2,274)	94%
05-2-458000-6011	Sewer - Telephone		1,297	3,000	(1,703)	43%
05-2-458000-6012	Sewer - Hydro		20,486	49,370	(28,883)	41%
05-2-458000-6014	Sewer - IT/Software		1,024	3,000	(1,976)	34%
05-2-458000-6020	Sewer - Training		1,063	1,500	(438)	71%
05-2-458100-6101	Sewer - Legal		1,867	1,500	367	124%
05-2-458100-6102	Sewer - Engineering			-	-	0%
05-2-458100-6103	Sewer - Contractors & Consultants		47,928	85,750	(37,822)	56%
05-2-458200-6125	Sewer - Maintenance		73,577	135,626	(62,049)	54%
05-2-458200-6126	Sewer - Parts & Supplies			6,000	(6,000)	0%
05-2-458200-6127	Sewer - Hardware			-	-	0%
05-2-458200-6128	Sewer - Fuel		16	1,000	(984)	2%
05-2-458250-6023	Amortization Expense - Sewer			-	-	0%
05-2-458400-6170	Project - General Expense - Sewer			-	-	0%
05-2-458900-6525	Sewer - Interest Expense		27,661	74,542	(46,881)	37%
05-2-458900-6527	Sewer - Principal Payment			139,751	(139,751)	0%
Total Operating			466,815	1,145,351	(678,535)	41%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer		14,099	70,000	(55,901)	20%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	2		100,000	(100,000)	0%
Total Capital Expenses			14,099	170,000	(155,901)	8%
05-2-458800-6509	Transfer to/from Future Reserves			-	-	0%
Total Reserves			-	-	-	0%
Total Expenses			480,914	1,315,351	(834,436)	37%
Surplus/Deficit			\$ (701,203)	\$ -		

1* Annual Revenues and Expenditures

2* Industrial Park Generator

Village of Pemberton
Statement of Operation ending June 30, 2021

ACCOUNT CODE	ACCOUNT NAME	2021 Actual	2021 Budget	yr to yr Budget \$	yr to yr Budget %
	Reclass General Taxation	(23,108)	(23,108)	-	100%
	Surplus Carry Forward	(563)	(563)	-	100%
07-1-557100-1602	Air - Lease & Maintenance Fees	(27,274)	(39,827)	12,553	68%
07-1-557200-1671	Grant - Provincial Project - General			-	0%
01-1-57300-1920	Airport - Recovery Revenue	(2,644)		(2,644)	0%
07-1-557300-1925	Airport - Other Revenue	1 (476)	(5,000)	4,524	10%
07-1-557300-1931	Airport - Tie Down Fees	(515)	(1,000)	485	52%
07-1-557300-1932	Airport - Landing Fees	(625)	(600)	(25)	104%
	Total Revenues	(55,205)	(70,098)	14,893	79%
07-2-558000-0000	Airport - Admin	75	500	(425)	15%
07-2-558000-6000	Airport - Salaries	25,896	57,692	(31,796)	45%
07-2-558000-6002	Airport - Benefits			-	0%
07-2-558000-6005	Airport - Advertising	33	600	(567)	6%
07-2-558000-6006	Airport - Insurance	2 4,756	5,355	(599)	89%
07-2-558000-6010	Airport - Sundry		200	(200)	0%
07-2-558000-6012	Airport - Hydro	901	1,750	(849)	52%
07-2-558000-6014	Airport- IT		-	-	0%
07-2-558100-6101	Airport - Legal	347	3,000	(2,653)	12%
07-2-558100-6102	Airport - Engineering		-	-	0%
07-2-558100-6103	Airport - Contractors & Consultants		-	-	0%
07-2-558200-6125	Airport - Maintenance	503	500	3	101%
07-2-558200-6126	Airport - Parts & Supplies		500	(500)	0%
07-2-558200-6176	Air - Roads		-	-	0%
07-2-558250-6023	Amortization Expense - Airport		-	-	0%
07-2-558400-6173	Projects - Recoverable Airport Expenses	2,644		2,644	0%
	Total Expenses	35,155	70,098	(34,943)	50%
07-2-558400-6552	Project - Capital Eng Struct - Air		-	-	0%
	Total Capital Expenses	-	-	-	0%
07-2-558800-6509	Transfer to/from Future Reserves		-	-	0%
	Total Reserves	-	-	-	0%
	Airport Fund Total (Surplus) / Deficit	(20,050)	-		

1 Loss of Commercial Revenue due to Covid-19, Seasonal
2 Annual Expenditure

Village of Pemberton
Statement of Operation ending June 30, 2021
Consolidated

	2020	2021	Budget	Budget
	Budget	Budget	\$	%
Revenues:				
Taxation	2,352,438	2,440,992	(88,554)	96%
Water and sewer user rates	1,958,891	2,034,447	(75,556)	96%
User charges	1,494,816	2,315,887	(821,071)	65%
Penalties and interest income	2,175	32,500	(30,325)	7%
Government transfers:			-	0%
Provincial	2,168,197	4,987,416	(2,819,220)	43%
Federal	-	2,000	(2,000)	0%
Other local governments	1,316,630	1,848,338	(531,709)	71%
Investment income	18,922	27,860	(8,938)	68%
Other revenues	89,535	745,960	(656,424)	12%
Collections on behalf of other governments	3,360,034	2,971,629	388,405	113%
	12,761,639	17,407,029	(4,645,390)	73%
Expenditures:				
General government	1,070,394	2,761,289	(1,690,895)	39%
Fire protection services	361,580	701,857	(340,277)	52%
Development and planning services	284,464	748,153	(463,689)	38%
Public works and parks	519,283	1,317,678	(798,395)	39%
Recreation	476,795	1,293,107	(816,312)	37%
Water utility	417,886	845,319	(427,433)	49%
Sewer utility	462,358	1,001,142	(538,784)	46%
Airport services	35,155	70,098	(34,943)	50%
Transfers to other governments	3,360,034	2,971,629	388,405	113%
	6,987,949	11,710,272	(4,722,323)	60%
Annual (Surplus) / Deficit	(5,773,690)	(5,696,758)		
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets			-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	787,277	7,493,858	(6,706,581)	11%
Loan proceeds	(17,500)	(420,000)	402,500	4%
Long term debt payments	25,886	229,843	(203,957)	11%
Capital Equipment payments	65,587	180,538	(114,951)	36%
Transfers from Statutory Reserves	-	(532,540)	532,540	0%
Transfer to Statutory Reserves	-	-	-	0%
Transfers from Non-Statutory Reserves	(154,095)	(1,347,468)	1,193,372	11%
Transfers to Non-Statutory Reserves	808,083	849,908	(41,825)	95%
Transfers to/(from) Unappropriated Surplus	(757,382)	(757,382)	-	100%
Financial Plan Balance	(5,015,835)	0		
General Dept (Surplus) / Deficit	951,229	0		
Admin Dept (Surplus) / Deficit	(602,792)	-		
Legislative Dept (Surplus) / Deficit	(59,342)	0		
Fire Dept (Surplus) / Deficit	(378,738)	-		
Development Dept (Surplus) / Deficit	(413,065)	-		
Public Works and Parks Dept (Surplus) / Deficit	(2,228,999)	-		
Transit Dept (Surplus) / Deficit	(91,199)	-		
Recreation (PVUS)	(801,987)	-		
Water Fund (Surplus) / Deficit	(669,689)	-		
Sewer Fund (Surplus) / Deficit	(701,203)	-		
Airport Fund (Surplus) / Deficit	(20,050)	-		
	(5,015,835)	0.00		

Date: July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2021 Second Quarter Report

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the Second Quarter of 2021.

BACKGROUND

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued and applications received between April 1 and June 30, 2021 in the following areas:

BUILDING DIVISION

April - June 2021 - Building Permit Overview

A breakdown of building permit data for the Second Quarter of 2021 is provided below.

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	16	\$11,481,147	\$86,918
Single Family Dwelling with suite	2	\$1,653,562	\$12,105
Manufactured Homes (mobile)	0	\$0	\$0
Duplex	0	\$0	\$0
Multi Family Dwelling (owned)	4	\$16,203,860	\$115,627
Multi Family Dwelling (rental)	0	\$0	\$0
Mixed Use (Industrial/Residential)	2	\$5,236,704	\$37,257
Industrial (new)	1	\$200,000	\$1,700
Institutional	0	\$0	\$0
Farm Building	0	\$0	\$0
Other (Decks, Stairs, Reno's, Plumbing, etc.)	69	\$491,250	\$28,646
Totals	94	\$35,266,523	\$285,253

The following Development Cost Charges were collected in the Second Quarter of 2021.

Fund	DCCs Collected in 2nd Quarter
Roads	\$53,588
Drainage	\$4,588
Sewer	\$86,035
Water	\$42,425
Parks	\$29,814
TOTAL	\$216,450

PLANNING DIVISION

2021 Current Development Applications

A list of applications currently in-house is provided below; information new to the Second Quarter is shown in **bold font**.

Application #	Project	Status
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125
DP88	1422, 1426, 1430 Portage Road – The Aspect – Multi-family Building/Dedicated Rental	In Process
DP90	7454 Prospect Street – Tenquille Building – Mixed Use Building	In Process
DPm119	Sunstone Phase 4 Clearing	Received 05.26.21; In Process
DPm120	Sunstone Phase 1C Lot Grading	Received 06.04.2; In Process
DVP127	7665 Cerulean Drive - Retaining Wall Variance	Referred back to Staff 04.13.21/Abandoned by applicant 05.20.21
DVP128	7661 Cerulean Drive – Retaining Wall Variance	Referred back to Staff 04.13.21
DVP129	1368 Fernwood – Road & Utility Variances	Authorized for Issuance 04.27.21
DVP130	Sunstone Ridge Phase 1C/1D Hillside Road Variances	Received 06.21.21; Authorized for issuance 07.13.21
OR131	K- 12 French School - CSF (SD#93)	Received 1st & 2nd Reading: 06.01.21
OR133	Nkwúkwma (Benchlands) Neighbourhood Concept Plan Submission	Received 03.18.21 - In Process
S061	Tiyata – Phase 4 – 16 Small Lot Subdivision	TAL Amended 07.06.21; In Process
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL Expired 04.15.21
S078	Sunstone Phase 2	In Process
S079	1929 Stone Cutter Place – VOP & SLRD	In Process

S081	Sunstone Phase 1C – 14 Fee Simple Lots + Remainder	TAL Issued 05.05.21
SAP 2021-1	7520 Pebble Creek Drive	Complete
SAP 2021-2	1936 Carpenter Road	Complete
SAP 2021-3	7632 Seven O’Clock Drive	Complete
SAP 2021-4	3012 Tenquille Place	Complete
SAP 2021-5	Unit 17-7467 Prospect Street	Received 04.01.21; Complete
SAP 2021-6	7644 Seven O’Clock Drive	Received 04.01.21; In Process
SAP 2021-7	1929 Stonecutter	Received 04.02.21; In Process
SAP 2021-8	1355 Greenwood	Received 04.26.21; Complete
SAP 2021-9	7451 Frontier St	Received 04.21.21; Complete
SAP 2021-10	7335 Old Mill Road	Received 04.28.21; Complete
SAP 2021-11	7516 Pebble Creek Drive	Received 05.04.21; Complete
SAP 2021-12	7300 Industrial Way	Received 05.04.21; In Process
SAP 2021-13	1316 Eagle Drive	Received 05.10.21; Complete
SAP 2021-14	7660 Cerulean Drive	Received 05.31.21; In Process
SAP 2021-15	1360 Fernwood Drive	Received 05.31.21; Complete
SAP 2021-16	1356 Greenwood St	Received 05.31.21; Complete
SAP 2021-17	1429 Willow Drive	Received 31.05.21; Complete
SAP 2021-18	7427 Dogwood St	Received 06.03.21; Complete
SAP 2021-19	7445 Aspen Blvd	Received 06.11.21; Complete
SAP 2021-20	1433 Willow Drive	Received 06.22.21; Complete
SAP 2021-21	7663 Cerulean Drive	Received 06.24.21; In Complete
BoV25	1700 Sugarloaf Place – Retaining wall height variance	Received 05.26.21; Variance granted
BoV26	7508 Pebble Creek Drive – Retaining wall height variance	Received 06.29.21; In Process
BoV27	7510 Pebble Creek Drive – Retaining wall height variance	Received 06.29.21; In Process

DP: Development Permit
 DVP: Development Variance Permit
 LL: Liquor Licence
 TUP: Temporary Use Permit

S: Subdivision
 BoV: Board of Variance
 CL: Cannabis Licence

DPm: Minor Development Permit
 OR: OCP/Zoning Amendment
 SAP: Site Alteration Permit

2021 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of June 30, 2021.

Project	Status
Affordable Housing Action Plan – Work Program	In Process
Climate Action Plan	On Hold until September 1
Zoning Bylaw Text & Mapping Amendments	On Hold until New Planner is hired
Development Cost Charge (DCC) Bylaw Review	In Process
Official Community Plan (OCP) Review	On Hold until September 1
Building Bylaw Update	In Process

COMMUNICATIONS

The Development Services Department works with the Communications & Grants Coordinator to regularly update the Village’s website with current information related to planning and building to meet statutory requirements related to notification as needed.

The new online public engagement website – HaveYourSay.Pemberton.ca is used to share information and seek input on Long Range Planning Projects.

LEGAL CONSIDERATIONS

There are no legal considerations as this report is being presented for information purposes.

IMPACT ON BUDGET & STAFFING

The Development Services Department operates on a cost recovery basis as per the *Development Procedures Bylaw No. 887, 2020*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Development Services 2021 Second Quarter Report be received for information.

Submitted by:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 27, 2021

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Manager of Development Services
Cameron Chalmers, RPP, MCIP, Contract Planner

Subject: Nkwúkwma (Benchlands) Official Community Plan Amendment – Early and Ongoing Consultation

PURPOSE

The purpose of this report is for Council to consider the early and ongoing consultation requirements for the proposed Nkwúkwma¹ (Benchlands) Official Community Plan (OCP) Amendment application pursuant to Section 475 of the *Local Government Act*.

BACKGROUND

On March 18, 2021, Skénkenam² Limited Partnership submitted an application for OCP amendment to amend the current policy framework to enable the future rezoning and subdivision of the subject lands for residential development. The current OCP identifies the lands for future residential development as based on a Neighbourhood Concept Plan which was developed in 2006 and incorporated into the OCP in 2007.

For clarity, Skénkenam Limited Partnership is a partnership between Lil'wat Business Group (a subsidiary of Lil'wat Holdings Inc.) and Bethel Land Corporation, who will own and manage the development of the fee simple land as a business corporation. The Limited Partnership is not under the direct control of the Lil'wat Nation governance structure.

In total the current OCP policy framework covers approximately 60 hectares (148 acres), but due to site limitations and jurisdiction issues, 37 hectares (91.5 acres) is subject to the rezoning application. In Figure 1 below and as shown on **Appendix A**, the 60 hectare parcel subject to the OCP amendment are comprised of six (6) titles and are outlined in red. The 37 hectare lands subject to the rezoning application are identified as Blocks A, I, and J and are shaded on the map below.

The legal titles are as follows:

- DL 2297
- Block J, DL 202
- Block I, DL 202
- Block K, Plan 8410, DL 202
- Block A DL 8556

¹ Nkwúkwma means upstream and is pronounced “In kook ma”

² Skénkenam means Pemberton Creek and is pronounced “Sch-kin ken am”

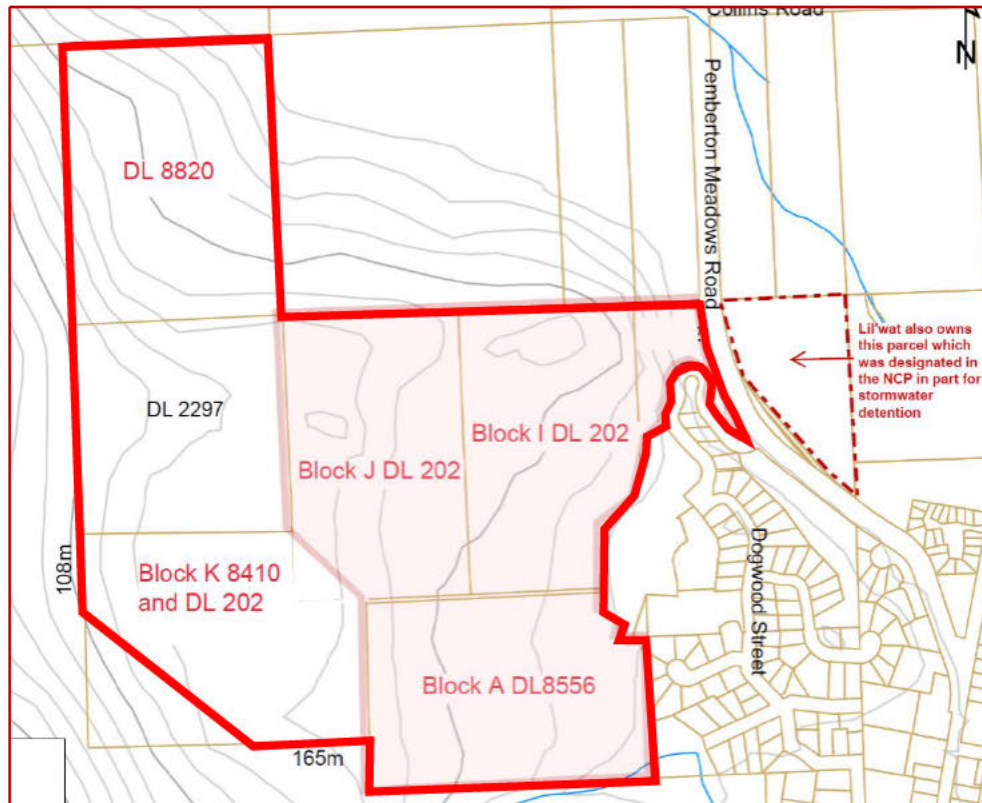


Figure 1: Subject Property Map

Through collaboration with the Applicants, the current approach to the OCP amendment is to undertake a comprehensive Sub-Area Plan (SAP) process for the entire subject property. A schedule to the OCP, the SAP will establish land use, density, planning policy and development permit areas to guide the development of a new neighbourhood. This comprehensive approach to the OCP amendment will provide greater certainty to the Village, its residents, stakeholders and the owners for the long-term development of the lands.

An OCP amendment of this nature will necessarily involve a substantial amount of consultation with agencies, stakeholders, and the public. The purpose of this report is to satisfy the *Local Government Act* requirement that Council identify opportunities for early and ongoing consultation on the proposed OCP amendment.

STATUTORY OBLIGATION

The *Local Government Act* establishes an obligation for Council to consider consultation requirements early in the process as outlined in section 475 below:

475 (1) *during the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must*

provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

(2) For the purposes of subsection (1), the local government must

(a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and

(b) specifically consider whether consultation is required with the following:

(i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;

(ii) the board of any regional district that is adjacent to the area covered by the plan;

(iii) the council of any municipality that is adjacent to the area covered by the plan;

(iv) first nations;

(v) boards of education, greater boards and improvement district boards;

(vi) the Provincial and federal governments and their agencies.

(3) Consultation under this section is in addition to the public hearing required under section 477(3) (c).

(4) If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.

DISCUSSION & COMMENTS

Staff recommend consultation with First Nations, the Squamish-Lillooet Regional District, provincial agencies, School Districts and organized community stakeholder groups through the Village's referrals process which will commence following Council's receipt of this report. Accordingly, the consultation will begin early in the OCP amendment process. It is anticipated that several of the referrals will generate ongoing consultations through the OCP process, depending on the nature of the comments received.

The following represents the current list of referral agencies:

- Lil'wat Nation
- Squamish-Lillooet Regional District
- Ministry of Transportation and Infrastructure
- Ministry of Environment – Contaminated Sites Branch
- Ministry of Forest, Lands and Natural Resources – Archeological Branch
- Vancouver Coastal Health
- Sea-to-Sky School District (No. 48)
- Conseil Scolaire francophone de la C.B. (School District No. 93)
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- Pemberton Off-Road Cycling Association
- Pemberton & District Chamber of Commerce
- BC Hydro
- TELUS
- Shaw Communications

Though the list is comprehensive at this stage, should additional agency consultations be identified through the review process, they will be sent the same referral package and asked to provide comment.

The second element of the consultation program is public consultation. The Applicants and Staff are collaborating on the final public consultation strategy, but it will, at a minimum involve ongoing liaison with community organizations and stakeholder groups and at least two (2) additional public open houses before the OCP amending bylaws are introduced to Council. This public consultation will be undertaken and funded by the Applicants. Two (2) pre-application public consultation/information sessions were held in March of 2020, and the results of these sessions will be presented to Council later in the process.

The purpose of this report is for Council to provide direction with respect to early and ongoing consultation as part of the ongoing OCP amendment application. This report is not intended to facilitate discussion about the relative merits of the proposal nor is it requesting direction on the application itself. The consultation process will run parallel with the Staff and agency review and the OCP amendment and rezoning bylaws will be brought forward for substantive consideration in due course

COMMUNICATIONS

There are no communications considerations at this time. The consultations outlined in this report will be advertised and communicated separately when appropriate.

LEGAL CONSIDERATIONS

The *Local Government Act* obligates Council to consider consultation as part of an OCP amendment application, and receipt of this report will satisfy that obligation.

IMPACT ON BUDGET & STAFFING

This report and the consultation process outlined herein are standard components of an OCP amendment application review. Accordingly, the fees associated with this report and the

consultation program are covered by application fees paid, and by cost-recovery under the Development Procedures Bylaw No. 887, 2020.

INTERDEPARTMENTAL IMPACT & APPROVAL

The above noted project will not impact the day-to-day operations of the department and will be incorporated into the daily routine and can be accommodated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Neighbouring jurisdictions including the Lil'wat Nation and the SLRD are given the opportunity to comment on this OCP amendment through the standard referral process.

RECOMMENDATIONS

THAT Council has considered the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan amendment application by Nkwúkwma (Benchlands) and requests that the Applicant organize, advertise, and host at least two (2) public information meetings prior to consideration of First reading of the forthcoming OCP amending bylaw;

AND THAT Council has considered Section 475 of the *Local Government Act* and directs Staff to consult with the following organizations before consideration of First Reading to the forthcoming OCP amending bylaw:

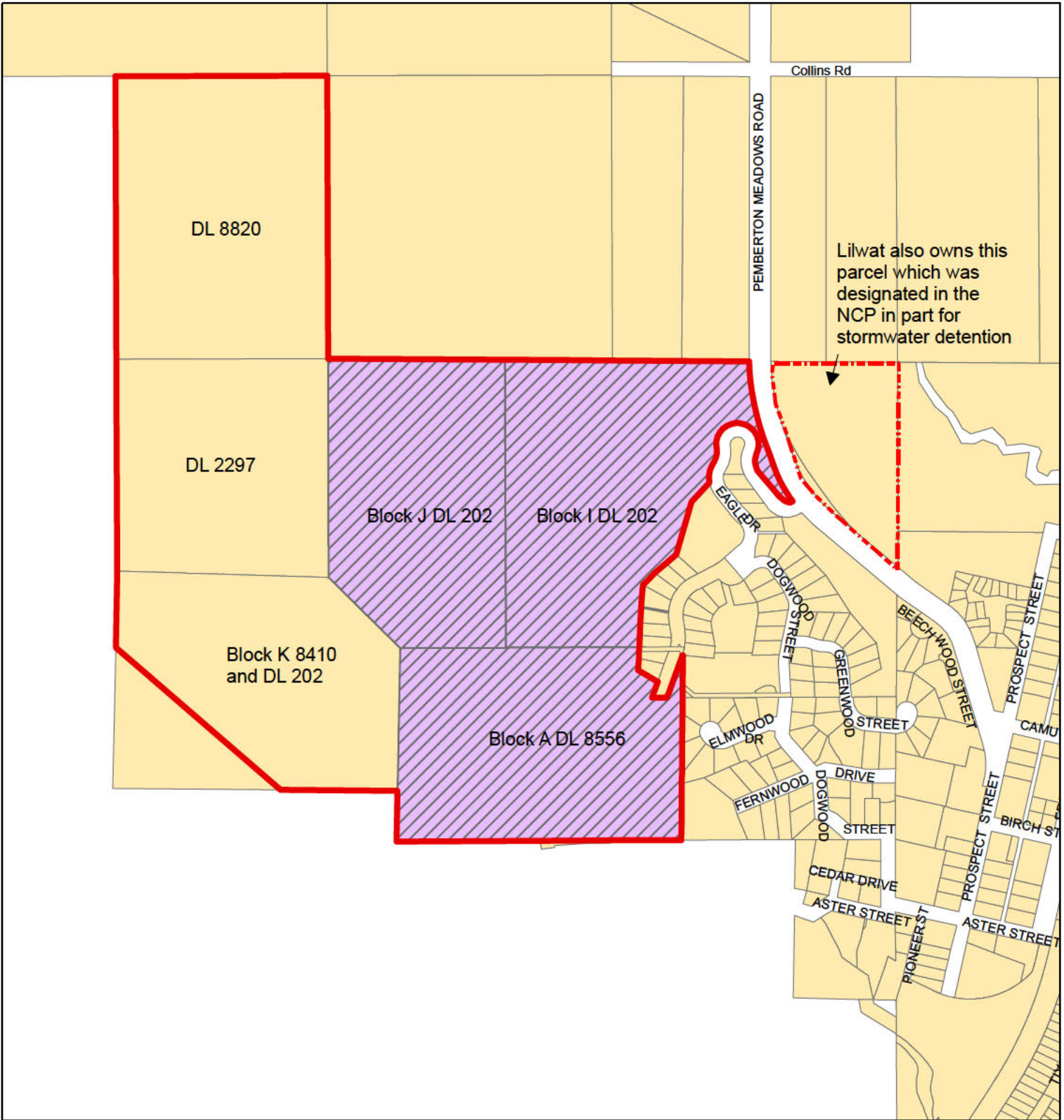
- Lil'wat Nation
- Squamish-Lillooet Regional District
- Ministry of Transportation and Infrastructure
- Ministry of Environment – Contaminated Sites Branch
- Ministry of Forest, Lands, and Natural Resources – Archeological Branch
- Vancouver Coastal Health
- Sea-to-Sky School District (No. 48)
- Conseil Scolaire francophone de la C.B. (School District No. 93)
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- Pemberton Off-Road Cycling Association
- Pemberton & District Chamber of Commerce
- BC Hydro
- TELUS
- Shaw Communications

ATTACHMENTS:

Appendix A: Subject Property Map



Prepared by:	Cameron Chalmers, Contract Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

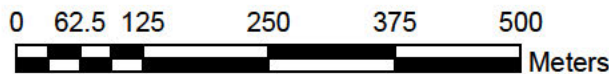
Location Map



Nkwûkwma (Benchlands) OCP & Zoning Bylaw Amendment Map

Legend

-  Area Subject to OCP Amendment
-  Area Subject to Rezoning




Village of Pemberton
Regular Council Meeting No. 1543
Tuesday, July 27, 2021
86 of 195



Date: Tuesday, July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csima, Manager of Operations and Projects
Subject: Operations Department 2021 Second Quarter Report

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the Second Quarter of 2021.

BACKGROUND

Quarterly reports are provided throughout the year as a means of keeping Council up to date with the Public Works Capital and Operational projects and activities.

DISCUSSION & COMMENTS

The parks crew fell behind early in the second quarter with the added work-load of the new downtown core landscaping and the takeover of Sunstone Development parks and greenspaces. The crew pulled together and with the help of two (2) new Parks labourers, quickly got things back on track and the town looking beautiful.

Toward the end of the second quarter, Pemberton saw record high temperatures which resulted in a high-water event prompting the activation of an Emergency Operations Centre, which resulted in evacuation alerts, and eventually orders for Airport Road, residents in the Vine Road area of the Village as well some areas of the Squamish-Lillooet Regional District (SLRD) and Lil'wat First Nation. The Operations Department and Public Works crew aided in coordinating the sandbag station, trail and road closures, and flood prevention work along-side the Pemberton Valley Dyking District and SLRD.

Although the rivers receded without causing significant damage to property or infrastructure in the Village, the heat wave has also caused an alarming rise in water usage throughout the Village. Water restrictions were escalated to Level 3 on June 28th, allowing residents to only water their lawns on one (1) designated day per week. Despite these restrictions, daily usage rates have continued to shatter record highs, with total usage consistently over 20% higher than previous years' rates. This usage puts enormous stress on critical Village infrastructure with pumps and equipment running 24 hours per day with no reprieve, and fire flow storage capacity dangerously low. The Operations Department will continue to investigate high use zones and users, and work on communications to educate residents into the third quarter.

Several projects and repairs were also commenced and/or completed in the second quarter as listed below.

Regular Maintenance and Small Projects

Public Works

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water Conditioning Plant, Wellhouse and Pumping Stations
- Airport perimeter brushing
- Public Works Building Staff washroom construction
- Fernwood water service pipe leak repair
- Wellhouse Standby Generator site preparations
- Wellhouse and reservoir radio transmitter maintenance
- Co-ordination of Portage Road Water main repair (Developer funded)
- SLRD Transfer station site service connections
- Ongoing new service connection inspections
- Development Engineering design review
- Purchase of Excavator and Loader for Public Works
- Walnut Lift Station pump replacement
- Ridge Reservoir cleaning

Parks

- Ongoing garbage collection from public receptacles and daily sanitization of public toilets
- Spring parks/garden bed clean-up and flower planting
- Den Duyf Park site preparations, including Soccer Field #2 design review, and Bike Skills Park site clearing
- Bike Skills Park Request for Proposals preparation and issuance
- Addition of sand at One Mile Lake swimming beach
- Irrigation system start-ups
- Sunstone parks and green space maintenance takeover
- Excavation of test irrigation pond at Den Duyf Park
- Leash Free dog park fencing installation

COMMUNICATIONS

The Operations Department works regularly with the Office of the CAO to provide updates on the initiatives and projects that are currently underway to ensure that the Village's website is updated, and information is communicated to residents through the eNEWS and the Village's Facebook Page. This includes a focus on communications around the water restrictions and high water usage.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and Provincial and Federal grants.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations Department works closely with all Village Departments through referrals and coordination of public notices, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Operations Department 2021 Second Quarter Report be received for information.

Submitted by:	Tom Csima, Manager of Operations and Projects
Approved by CAO:	Nikki Gilmore, Chief Administrative Officer

Date: July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Christine Burns, Manager of Recreation Services
Subject: Pemberton and District Recreation Services 2021 Second Quarter Report

PURPOSE

The purpose of this report is to provide Council with an update on the Second Quarter activities of the Pemberton and District Recreation Services.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Recreation Service projects and activities.

DISCUSSION & COMMENTS

This report provides an overview of Second Quarter activities undertaken by the Department of Recreation Services from April 1 to June 30, 2021. Spring/Summer Programming

To create operational efficiencies Staff programmed as much of the Spring and Summer Programs as possible at the same time and Registration for both Spring/Summer programs opened on Monday March 8, 2021 at 9 a.m.

Year	Total Registrations	Gross Revenue
2021	398	\$32,083
2020	143	\$ 3,325*
2019	944	\$58,135
2018	805	\$43,047
2017	867	\$43,010

*Due to the closure of the Pemberton & District Community Centre, as a result of the COVID-19 Pandemic, the revenues received during this time are significantly reduced compared to previous years.

Spring 2021

1. Group fitness Classes

On March 25, 2021 the Spring session was put on pause from March 29 – April 26 due to new Public Health Orders (PHO) issued because of the significant increase in COVID-19 cases not only throughout the province but significantly in the Sea to Sky Corridor. When allowed to return to group fitness, restrictions remained in place and as a result classes were moved outside for May and June and scaled back to represent what Summer would look like. Staff is pleased to report that all classes filled instantaneously with waitlists.

Slow Burn	Full - 8/8
Rise and Shine	Full - 8/8
Run Club	Full - 10/10

2. Children's Programs

This Spring saw continued interest in all programming opportunities offered for children:

Afterschool Program (Mon, Tues, Wed, Fri)	Full - 8/8
Afterschool Program (Thu)	Full - 12/12
Early Dismissal & Pro D days	Full - 8/8
Acro/Jazz	Full - 12/12
Little Ballerinas	Full - 10/10
Ballet/Jazz Combo	Full - 10/10
Kinder Acro	10/12
Kids Fit	Full - 8/8
Afterschool Flatwater Paddling	9/10
Babysitters Course	Full - 6/6

3. Senior's Programs (average attendance/class)

Throughout the past year some online programming for Seniors continued to be offered and proved to be very successful and as a result will be a type of programming considered post pandemic:

- Strength Training – 5
- Chair Yoga – 9

The only program that was offered in person was Wednesday Walking which had an average of 2 participants per week.

4. Youth Programming

Efforts to engage the Youth continued with the following programs offered this spring.

- T-Shirt Making – 3 participants
- Egg Hunt – 4 participants
- Pizza Night – 12 participants

Unfortunately, there was limited participation which was anticipated as this demographic is less likely to participate in organized programming. The REC continued to operate at reduced capacity but as noted in the chart below the numbers were small.

The REC (average participant use)	2021	2020	2019
Wednesday	0 youth	7.5 youth	4.5 youth
Thursday	Closed for vaccination clinics	10 youth	12 youth
Friday	6 youth	14.3 youth	29 youth
Saturday	5 youth	9 youth	19 youth

Please note that prior to COVID-19 sign in was not practiced, therefore, 2019 numbers may be skewed. Given the significant drop in attendance from this time last year Staff is working on a youth engagement strategy for the fall.

Summer Programming 2021

Summer program registration began Monday March 8, 2021 through our online booking system Perfectmind and continues to be open up to 72 hours prior to a program starting.

1. Children Summer Programs:

Staff focused on creating as many school aged programs as possible in conjunction with contractors and through hiring some program leader Staff. The following programs are on offer by program contractors:

- British Soccer Camp
- Pemberton Canoe Association - Canoe Camp
- All About Your Food-Nature and Nurture
- Explore Sports

Programs facilitated by in-house Staff this summer include:

- Summer Camp Themed Days for Preschool Aged Children and School Aged Children

The Programming goal this summer was to ensure there were options for Children aged 4 years and up every week of the summer, that complimented programming we were aware was being offered through other community group programming. All programs have been well prescribed except for Explore Sports.

2. Group Fitness Classes:

Due to the fluctuation in restrictions from the PHO over the course of the past year minimal classes were offered for the Summer months. All have moderate to high interest depending on whether it is a Value-Added Class or a Registered Program.

Pre-Registered Fitness Centre Use

A total of 2,984 unique fitness centre bookings were made between April 1 to June 30, 2021.

No modifications to the Fitness timeslots were made from April 1 to June 30, 2021 as continued adherence to the PHO restrictions issued on November 7, 2020 was required. The fitness centre workout timeslots for this period were as follows:

Fitness Blocks (Tuesday through Friday)
6:00 – 7:00am
7:30 – 8:30am
9:00 – 10:00am
3:00 – 4:00pm
4:30 – 5:30pm
6:00 – 7:00pm
7:30 – 8:30pm

Fitness Blocks (Saturday)
9:30 – 10:30am
11:00 – 12:00pm
12:30 – 1:30pm

The chart below provides a breakdown of the number of memberships sold in April, May and June in comparison to First Quarter 2021 and the Fourth Quarter of 2020. While the number was reduced, likely due to the adjustment of the fitness centre times available, given the circumstances some product offerings remained relatively consistent over time (ie: 1 month and 3-month Adult passes and 3 month Student/Senior passes):

Pass Types	October - December 2020	January - March 2021	April - June 2021
1 Month Adult	87	65	80
1 Month Senior/Student	22	9	12
10x Adult	152	147	94
10x Senior/Student	41	34	27
3 Month Adult	40	33	36
3 Month Student/Senior	7	4	8
6 Month Adult	6	8	2
6 Month Student/Senior	1	1	0
1 Year Adult	4	2	2
1 Year Student/Senior	2	1	0
Total	362	304	251

Facility Maintenance Update

- Park and Playground inspections were completed.
- Spray Park opened on schedule for May long weekend. Water reduced by 30 % as of June 27 to meet the Level Three Water Restrictions established at that time.
- Irrigation use reduced by 50% as of June 27 to comply with Level Three Water Restrictions.
- New security system (4k cameras) and entrance lighting installed.
- Work with Haakon to improve our Analytics program for the HVAC finalized.
- 3rd water fountain ordered and arrived for install.
- Lift works this spring involved cleaning of all exterior windows.
- Alarm system upgrade in Youth Centre.
- HVAC leaks continued, working with Haakon to find solution,.
- Winter damage at Meadows fields fixed and fields are back to full use.

Indoor Facility Use

On-going PHO restrictions remained in place through the Spring and as a result the following spaces continued to be used as they had been since September.

- École de Vallee (SD93 in Room A, the Studio and Great Hall B & C during most school hours)
- Fitness Centre Hours with continuation of separate times for vulnerable individuals. (Fitness Centre and Great Hall A)

- Group Fitness classes (Room C)
- Afterschool Care program (Room D)
- Pemberton Dance Academy (Room B and Great Hall C or Studio)
- Whistler Gymnastics (Great Hall B & C)
- Youth Centre hours continue

With modification to the PHO restrictions some additional indoor facility uses were permitted as follows:

- Senior's programming to determine how they will return with two (2) Art Classes as starters.
- WorkBC occupies Room B weekly for in person consultations.
- Multiple First Aid Courses for the Village of Pemberton and Pemberton Valley Grocery Store
- Chainsaw Course through the Ministry of Transportation

Vancouver Coastal Health held the following vaccination clinics in either Room D or Great Hall B & C.

- March 17 for the 80+ age group
- April 7, 29, 30
- May 6, 13, 20, 27
- June 3, 10, 14, 17, 24

These 13 clinics saw approximately 4,300 people aged 12 and older attend and receive their first and second dose of the vaccine.

The Pemberton and District Community Centre also became a Red Cross Reception Centre for Evacuees in response to Evacuation Orders for Flooding in Pemberton late the evening of Saturday June 26th and this response lasted until Tuesday June 29th.

Parks and Fields

Second Quarter saw the Facilities Booking Coordinator assume coordination of the Village Park Use Permits (PUP's). Outdoor Facility Bookings began very quickly with anticipation of the Provincial Restart Plan beginning May 25, 2021. The following Outdoor spaces are being used.

Meadows Fields:

- Pemberton Slo-pitch completed their COVID-19 Safety Plan upon Step 1 Restart announcement and began play on June 8, 2021
- Jo's Wellness Gym began outdoor fitness classes in May Monday, Wednesday and Thursday mornings
- New Contract for West Coast Soaring Club completed
- Toilets placed at the Meadows fields to accommodate use and will carry on into late September
- Garbage will be maintained minimum three times per week due to use

Den Duyf Park:

- The early spring brought an increase of mountain bikers to Pemberton which resulted in the installation of a portapottie in May
- Pemberton Youth Soccer Association began play in mid-April the fields were cleared for use and train/play Monday, Wednesday, Saturday and Sunday

Gates Lake

- Gates Lake Community Park is monitored weekly

The Barn:

- Farmer's Market began on Fridays in June

One Mile Lake:

- The PaddleBarn Concession Agreement and Lease renewed for a 5-year term.
- PORCA hosting a variety of Bike programs out of this location
- Story Walk set up along the path from the Nature Centre to the Dog Beach
- Nature Camp meeting and using as home base for programming
- Pemberton Canoe Association ran afterschool programming

PROVINCIAL RESTART PLAN

On May 25, 2021 the Province began rolling out the Four Step Restart Plan. Below outlines each Step and how it impacted Recreation Services.

Step 1: Timeline: May 25 to June 14, 2021
 Criteria: At least 60% of the 18+ population vaccinated with 1 dose, stable case counts and hospitalizations

Impacts at this stage include:

- Ability for outdoor seated gatherings up to 50 people with Covid-19 Safety Plan.
- Indoor seated gatherings up to 10 people with Covid-19 Safety Plan.
- Indoor low intensity group exercise with limited capacity.
- Outdoor games and practices for both adults and youth group/team sports allowed.

Step 2: Timeline: June 15 to June 30, 2021
 Criteria: At least 65% of the 18+ population vaccinated with dose 1, and declining case counts and hospitalizations

Impacts at this stage include:

- Outdoor gatherings not required to be seated but capacity still 50 and Covid-19 Safety Plan still required.

- Indoor seated gatherings capacity increased to 50 people with Covid-19 Safety Plan.
- Indoor high and low intensity group exercise allowed with reduced capacity.
- Indoor games and practices for both adults and youth group/team sports allowed.
- Outdoor spectators up to 50 allowed.

Step 3: Timeline: July 1 to September 6, 2021
Criteria: At least 70% of the 18+ population vaccinated with dose 1, continued low case counts and declining hospitalizations.

Impacts at this stage include:

- COVID-19 Safety Plans no longer required, transition to Communicable Disease Plan.
- Masks recommended in indoor public spaces for all people 12 and older who are not yet fully vaccinated. The Mask Order under the *Emergency Program Act* lifted July 1, 2021.
- Outdoor organized gatherings 5,000 people or 50% capacity, whichever is greater.
- Indoor organized gatherings 50 people or 50% capacity, whichever is greater.
- All indoor fitness classes allowed at normal capacity.
- Gyms and recreation Facilities allowed normal capacity.
- Outdoor spectators 5,000 people or 50% capacity, whichever is greater.
- Indoor spectators 50 people or 50% capacity, whichever greater.

Step 4: Timeline: To start no earlier than September 7, 2021
Criteria: More than 70% of the 18+ population vaccinated with dose 1, continued low case counts and hospitalizations.

Each Step triggered various modifications to current operational practices and procedures that will take time to implement completely. Some aspects of the Restart Plan require ramping up staffing levels. Please see **Appendix A: Pemberton and District Community Centre Restart Plan.**

COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social network mediums. As such, considerable communication has been undertaken to ensure the public is well informed on the updates related to the Pemberton and District Community Centre Restart plan for Fitness Services and all Programs with a current focus on Children's summer camps.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1635-2019, as amended each year. Fees and Charges Bylaw No. 1718-2021 was presented to the Pemberton Valley Utility Services (PVUS) June 10, 2021 meeting and approved for the Squamish Lillooet Regional District (SLRD) Board of Directors meeting on June 23, 2021 for approval.

Budget and staffing impacts have continued to be incurred throughout the 2nd Quarter of 2021. Fortunately, despite the modified operations of the facility, five full-time permanent Staff members have continued to work full-time hours through COVID-19 and Casual Staff have continued with modifications to scheduling. Staff have actively been required to plan and implement interim programming, assist with planning through the Provincial Restart Steps and operate the facility for current Hours of Operations.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service works with all Village Departments. There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Collaborative efforts between neighboring jurisdictions including Whistler, Squamish, Sea to Sky School District No. 48 and Francophone School District No. 93 as well as local community groups continues to occur to ensure consistent practices for continual operations of parks, playgrounds, spray parks and recreation facilities and programs. This has included increased communication between Recreation Departments of each organization to ensure attempts to be congruent through the Sea to Sky Corridor for members of each Community

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Pemberton and District Recreation Services 2021 Second Quarter Report be received for information.

ATTACHMENTS

APPENDIX A: Pemberton and District Community Centre Restart Plan

Submitted by:	Christine Burns, Recreation Services Manager
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Pemberton and District Community Centre ReStart Plan

Cleaning and Hygiene

Cleaning at enhanced level – the WorkSafe or BCCDC high-touch-surfaces enhanced cleaning requirement has been removed.

Shared Equipment – sanitization of shared fitness equipment continues to be required.

Cough and Sneeze Etiquette – PDCC continues to practice cough and sneeze etiquette as per the Disease Prevention Policy

Promoting Hand Hygiene – PDCC continues to practice proper hand hygiene in the facility with hand sanitizer at all entrances and placed frequently throughout the facility.

PPE

Non-medical masks and face shields – mask wearing is recommended in indoor public spaces for all people aged 12 and older who are not yet fully vaccinated.

Masks – currently recommended for indoor public spaces and not required outdoors.

Health Screening

Daily health screening – not currently required

Self Monitoring – PDCC encourages patrons to continue self-monitoring for symptoms and stay home if exhibiting any signs of illness. No charge to cancel booking for the day.

Physical Distancing

Occupancy Limits – PDCC continues to apply occupancy limits as per the PHO requirements of 50 or 50% of allowable occupancy.

Physical Distancing – Directional floor markings and fitness equipment spaced to demonstrate appropriate spacing between individuals.

Facility Access – will be through registration and Programs and

Pemberton and District Community Centre ReStart Plan

Organized Gatherings

Occupancy Limits Indoors – Based on respective Fire Regulations allowing 50 people or up to 50% of total capacity.

Occupancy Limits Outdoors – 5,000 people or up to 50% of total capacity, whichever is greater.

Indoor Events – current restrictions on dancing and karaoke.

Flow through Events – like festivals and fairs have no limits on number.

Covid-19 Safety Plans – no longer required.

Fitness, Sport and Physical Activity

Fitness, Sport and Physical Activity - may return to normal with no restrictions

Capacity and Occupancy – in facilities capacity is determined by their respective fire regulations and patron/staff comfort.

Restricted Access – access through registration.

Gaps between Groups – no longer required for cleaning or air exchange.

Spectators – Indoors 50 and outdoors 5000 or 50% of capacity whichever is greater.

Signage

COVID Signs – are no longer required to remind patrons of Covid safety protocols.

Guidance Signage – may still be used in facilities for workers regarding masks and barriers based on risk, it is no longer a requirement.

Room Occupancy – will be posted to identify 50% of room capacity based on fire regulations.

PDCC Facility

Hours of Operation – PDCC hours will be modified based on staffing levels to ensure safe service provision.

Occupancy Limits – VOP continues to apply occupancy limits as per Provincial Guidance.

Washrooms, Showers, Change Rooms, Lobby – currently no restrictions, limitations due to operations.

Ventilation – PDCC will continue to ensure facility ventilation systems are in good operating condition as designed, and that preventative maintenance is conducted.

Facility Access – through registration.

Date: July 27, 2021
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: Pemberton Fire Rescue 2021 Second Quarter Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Second Quarter of 2021.

BACKGROUND

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No. 1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Fire Service Agreement.

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

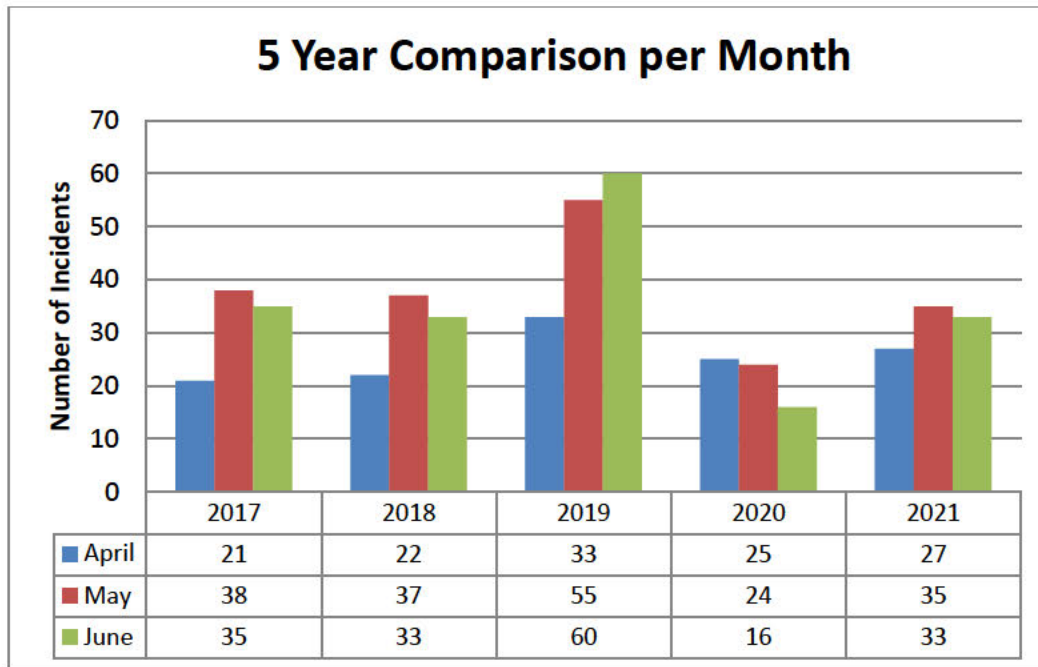
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

For the Second Quarter, Pemberton Fire Rescue responded to 95 incidents. In review and comparison to the 2020 second quarter, call volumes are up.

A comparison chart by Quarter over the last five (5) years is shown below.



The highlighted green squares indicate number of incidents greater than number of days in a month.

	2017	2018	2019	2020	2021
January	31	21	32	29	25
February	18	30	25	29	24
March	14	16	25	40	17
April	21	22	33	25	27
May	38	37	55	24	35
June	35	33	60	16	33
July	32	48	47	36	0
August	38	38	33	36	0
September	24	51	49	32	0
October	27	29	26	32	0
November	21	21	36	24	0
December	27	43	38	15	0
Totals	326	389	459	338	161

Below is a breakdown of the average number of Firefighters attending incidents and the average number of those attending response types. This information is helpful to highlight the challenges

Pemberton Fire Rescue encounters because of being a small Department and because many Firefighters hold fulltime jobs outside the community which means they are not always able to attend daytime calls. That said, Pemberton Fire Rescue is pleased to show how our member numbers have grown especially since 2018.

Average number of Firefighters attending Incidents since 2017.

Year	2017	2018	2019	2020	2021
Total # Incidents	326	389	459	348	161
Average # responders	5.60	5.04	4.75	7.05	6.89
Total Members Per Year	23	20	25	31	39
Percentage of members responded	24%	25%	19%	23%	18%

The average number of firefighters that attended each response type over a 5-year period. This information comes from the NFPA standards. The standards explain the number of members required to do each job. Also, WorkSafe BC has requirements on minimum numbers for when people are in a building.

	Minimum Personnel Requirements	2017	2018	2019	2020	2021
Medical Aid	4	4.87	4.42	4.13	5.64	5.68
Motor Vehicle Accident	8	6.63	5.77	4.87	8.87	8.04
Alarms	*16	4.69	5.32	5.07	5.35	6.40
Wires Down	8	9.35	4.27	5.93	7.33	9.25
Burn Complaint	8	4.83	4.60	2.75	7.67	5.60
Chimney Fire	16	6.25	7.92	7.67	9.00	10.25
Smoke Sighting	8	5.60	6.13	5.87	7.64	13.75
Structure Fire	16	9.11	9.00	7.86	12.00	9.50
Vehicle Fire	8	5.44	6.00	5.70	8.83	13.00
Wildland Fire	16	6.00	7.45	6.00	7.20	7.75

*only one truck with crew would be sent; however remaining crew would be on standby at hall until confirmed.

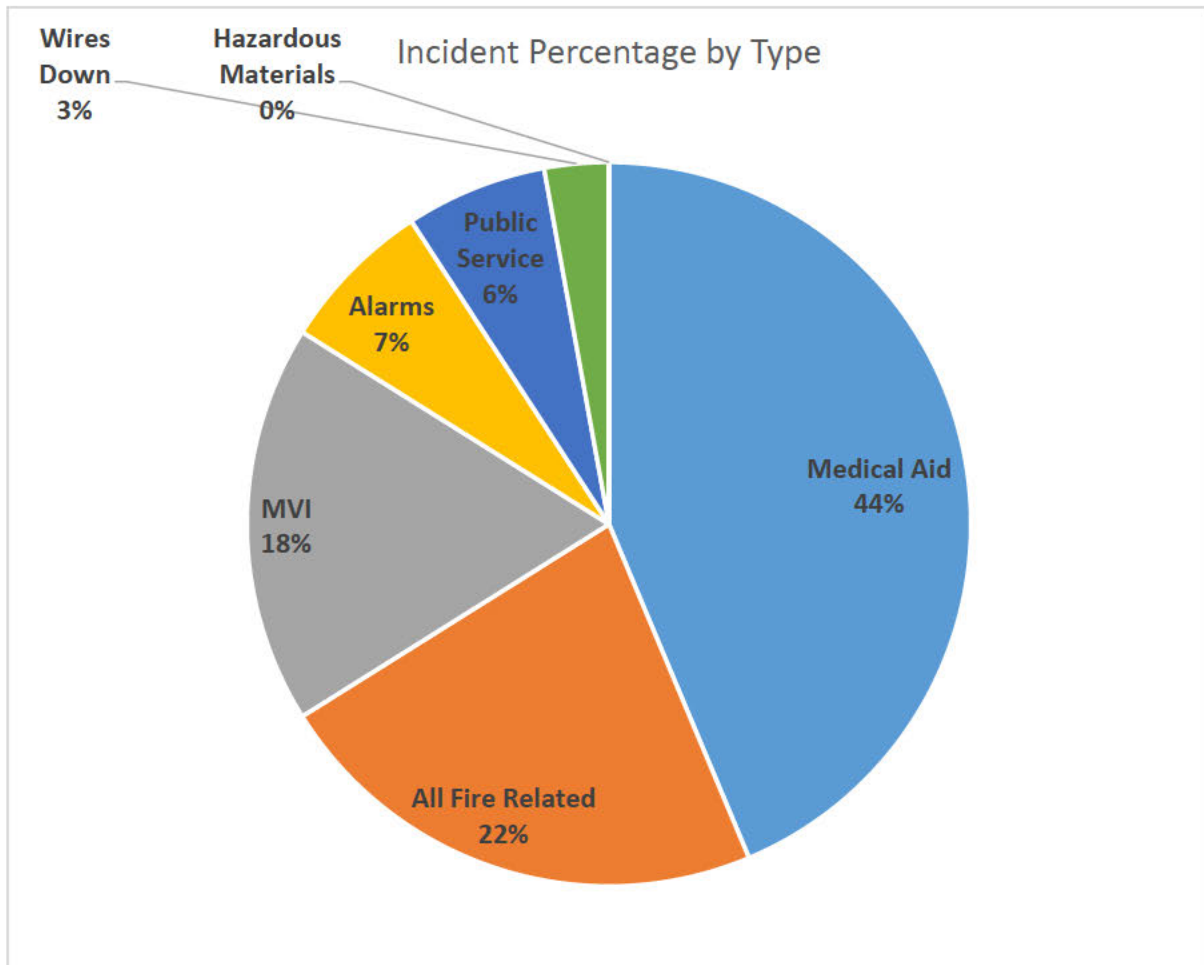
Number of Incidents per day for 2021 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1		2	1	2	1	1							7
2	1			1	2	4							8
3	2			1	1	0							24
4	2			1	2	2							27
5		1		1	3	1							6
6	3	2	1	0	4	0							10
7			2	0	1	0							3
8	1			0	1	0							2
9		1	2	0	0	0							3
10	1	2	1	2	1	0							7
11				1	1	1							3
12		2		0	0	0							2
13	3	1	1	0	1	2							58
14	1			3	1	0							4
15		3	1	2	1	1							8
16	1		1	1	1	1							5
17				0	0	1							1
18			3	0	0	1							4
19		1		0	0	2							3
20	2	1	1	3	0	5							12
21	0	3	1	0	1	1							6
22	3		1	2	2	0							8
23				1	3	1							5
24		1		0	0	0							1
25	1	1	1	0	0	3							6
26		2		0	1	4							7
27		1		1	0	1							3
28	1			3	0	1							5
29				0	3	0							3
30	2			2	1	0							5
31	1			0	1	0							2
Totals	25	24	17	27	35	33							161
Days Month	31	28	31	30	31	30	31	31	30	31	30	31	161
Color Coding	1 - 2			3 - 4			5 - 10			11 +			

Types of Responses:

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several different types of incidents, and as per locations identified in the Service Agreements with the SLRD and Lil'wat Nation.

Below is a pie chart and a table that summarizes the number of callouts per type of incident attended Year to Date (YTD).

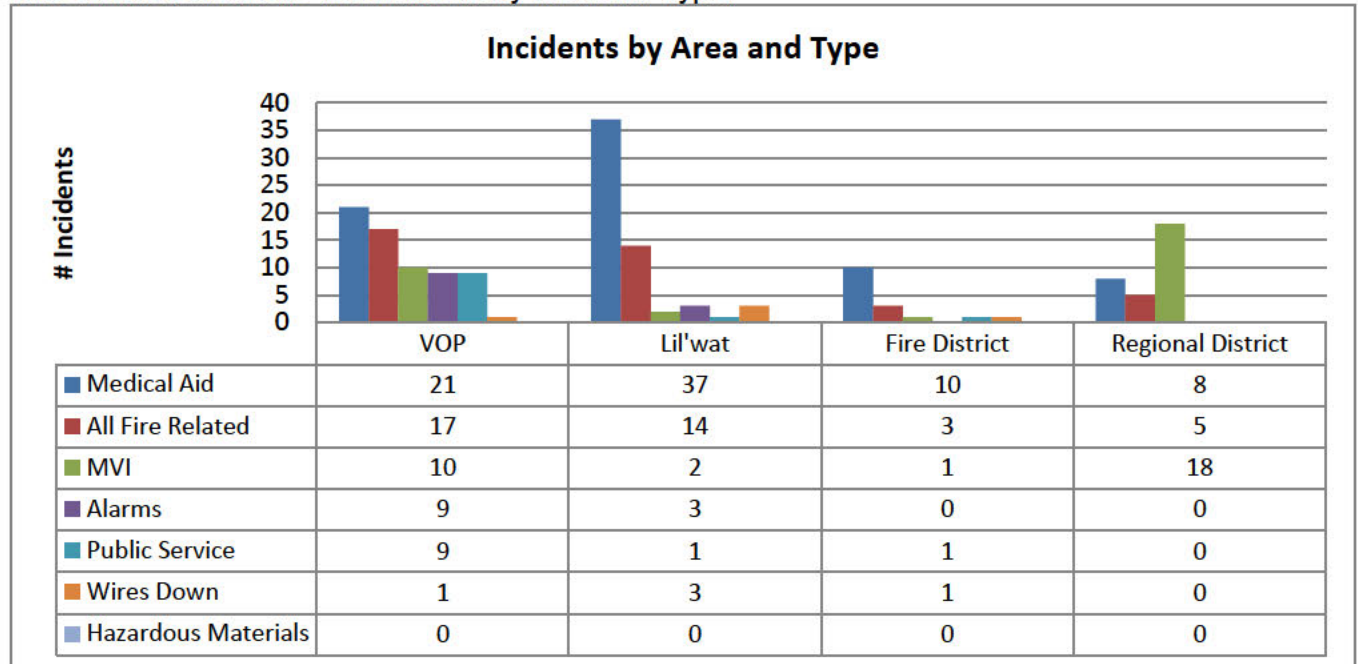


Incidents by Area:

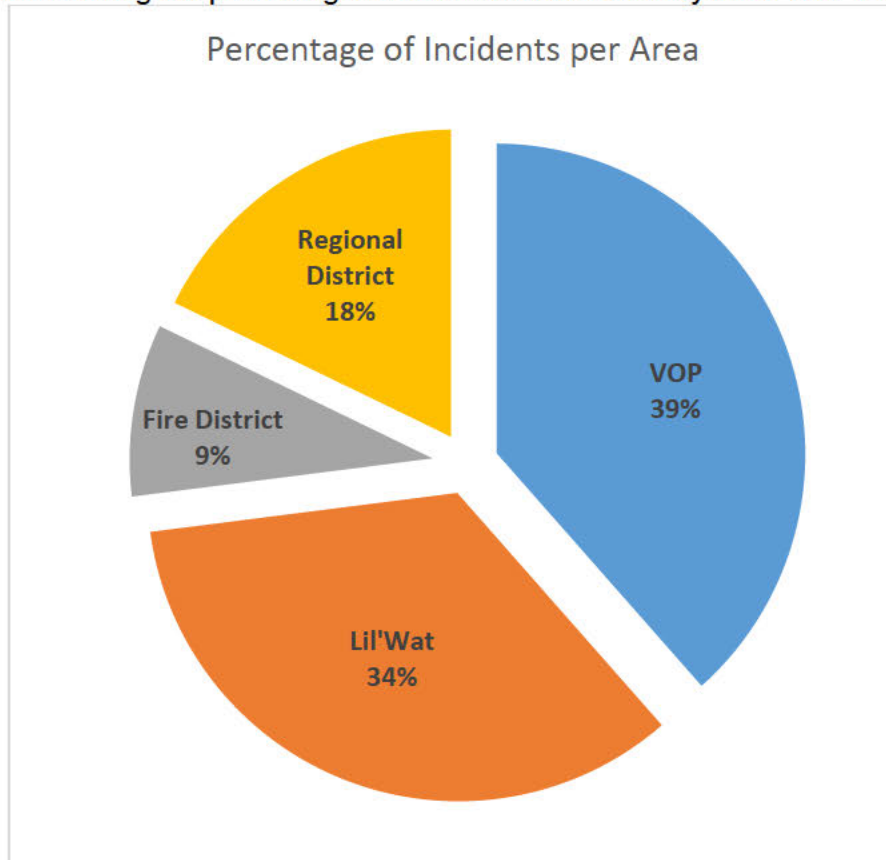
The breakdown of the incident reports is categorized into the following regions:

- Village of Pemberton Boundaries.
- Lil'wat Nation;
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries)

The chart below shows the Incidents by Area and Type:



Below is a chart showing the percentage breakdown of Incidents by Area Year to Date (YTD):



Membership:

At the end of the Second Quarter, membership stands at 36 and is comprised of two (2) full-time members, 34 volunteers (paid on-call) members.

Training:

Members in the Second Quarter continued training on a weekly basis under a modified program. In response to the COVID-19 pandemic protocols five (5) to seven (7) training sessions were held per week with 4 – 5 members attending each training session. As restrictions were relaxed in June, training sessions were combined. This revised training program has required an increased commitment by the Chief and Deputy Chief to maintain the training requirements set forth by the Province while at the same time abiding to the social distancing protocols set forth by through the Public Health Orders.

Second Quarter Commitments:

Commitment	Total Number	Hours
Training	26	69
Special Training	16	83
Public Events	0	0
Meetings	5	4
Set-up/taken down of Events	0	0
Incidents	95	108

Fire Prevention, Inspections & Public Events:

During the Second Quarter, the following fire prevention, inspections, education, and public service initiatives were completed and attended by Pemberton Fire Rescue members.

- Five (5) new business application review and fire inspection
- Zero (0) Fire Safety Plans were reviewed.

FireSmart Funding:

Village of Pemberton was approved for funding for a FireSmart Coordinator and Laborer. Recruitment efforts took place in the second quarter with new staff to start in July.

COMMUNICATIONS

This report is a quarterly update and does not require any communications element.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

This report has been prepared in-house and is an element of the regular day to day operations of the Pemberton Fire Rescue Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals for considerations at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area. This is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

This report is being presented for information as such there are no alternative options for consideration.

RECOMMENDATIONS

THAT the Pemberton Fire Rescue 2021 Second Quarter Report be received for information.

Prepared by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**VILLAGE OF PEMBERTON
BYLAW No. 904, 2021**

A bylaw to amend Village of Pemberton Business Licence Bylaw No. 855, 2019

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

PART 1: CITATION

- 1.1 This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Bylaw 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021”.

PART 2: APPLICATION

- 2.1. Village of Pemberton Business Licence Bylaw No. 855, 2019, is amended as follows:

- a) **PART 2 DEFINITIONS** is amended by:

- i. adding the following definitions to section 2.1:

Mobile Food Cart means any vehicle, wagon, kiosk or cart from which food, confectionary, or beverage is offered for sale on approved Village streets, parks, or other public locations, and includes a *food truck* as defined in Zoning Bylaw No. 832, 2018.

Mobile Food Vendor means a vendor, holding a valid Village of Pemberton business licence and a *Mobile Food Vendor Permit*, that sells food, confectionary, or beverage from a *Mobile Food Cart*.

Mobile Food Vendor Permit means a permit issued by the Village authorizing a vendor to sell food, confectionary, or beverage from a *Mobile Food Cart* according to the conditions of the permit.

- ii. striking out section 14.7 and inserting in its place the following:

14.7. Food Truck and Temporary Commercial vending business licences issued within a calendar year will be limited to

- a) five (5), for food trucks and temporary commercial vendors operating on private lands; and
- b) four (4), for vendors holding a mobile food vendor permit issued under the Mobile Food Vendor Pilot Program Policy.

READ A FIRST TIME this 13th day of July, 2021.

READ A SECOND TIME this 13th day of July, 2021.

READ A THIRD TIME this 13th day of July, 2021.

ADOPTED this ____ day of _____, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON

BYLAW NO. 905, 2021

A bylaw to establish fees and charges for services and information.

The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

PART 1: CITATION

- 1.1. This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021”

PART 2: INTERPRETATION

- 2.1. In this Bylaw, a reference to an *Act* refers to a statute of British Columbia and a reference to any statute, regulation, bylaw, or other enactment refers to that enactment as amended or replaced from time to time.
- 2.2. Except as otherwise provided in this bylaw, words and phrases used herein have the same meanings as in the *Community Charter, Local Government Act, and Interpretation Act*.
- 2.3. Headings are used for convenience only and must not be construed as defining or limiting the scope or intent.
- 2.4. Nothing in this Bylaw relieves a person from complying with any federal or provincial enactment or any other bylaw or requirement of a permit, order, or licence.
- 2.5. A reference to a more specific matter in this bylaw supersedes a reference to a more general matter.
- 2.6. In this bylaw, *Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021.

PART 3: FEES AND CHARGES

- 3.1. The Village hereby imposes the fees for the provision of services and information as specified in Schedules A to S inclusive which are attached and form part of this Bylaw.
- 3.2. Fees and charges imposed under this Bylaw for the provision of services or information shall apply instead of other fees or charges imposed under other bylaws for the same services or information in the event of any conflict between this Bylaw and any other bylaw.
- 3.3. Fees collected for cost recovery shall be subject to an administrative fee as set out in Schedule A unless otherwise specified in this bylaw.

PART 4: REPEAL

- 4.1. Village of Pemberton Administrative Fees Bylaw No. 721, 2012 is hereby repealed.

PART 5: CONSEQUENTIAL AMENDMENTS

5.1. Airport Establishment, Operations and Fees Bylaw No. 817, 2017 is amended by:

- a. In Schedule A,
 - i. striking out all tables and wording except for the table labelled “FINES”;
 - ii. inserting the following before the table:

The following fines apply to any contravention of this bylaw;; and
 - iii. striking out the word “Offense” following the word “Third” and inserting in its place the words “and subsequent offenses, per offense”;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- c. striking out Part 5 and inserting the following in its place:
 - i. Council shall hereby levy fees, charges, and rates for tie-down and landing provided at the Airport.
 - ii. Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in *Fees and Charges Bylaw*.
 - iii. Council may set fees for uses not listed in *Fees and Charges Bylaw*; and
- d. inserting the following as paragraph 7. (ii):
 - ii. Fines for contravention of this bylaw shall be payable as set out in Schedule A.

5.2. Animal Control Bylaw No. 839, 2018, is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. in section 1.2, striking out the words “outlined in Schedule A” and placing a period after the word “fee.”;
- c. in section 1.4, deleting the words “prescribed in Schedule A.”;

- d. replacing subparagraph 6.9 (c) (i) with the following:
 - any applicable fines as outlined in Schedule A;
- e. striking out subparagraph 6.9 (c) (iii), and inserting in its place the following:
 - any applicable impoundment, per diem dog care and housing, or other fees;
- f. striking out section 8.3, and inserting in its place the following:
 - 8.3. A person must not keep or maintain a kennel without first having
 - a) applied for a kennel permit on a form provided by the Village;
 - b) paid the applicable kennel licence fee; and
 - c) obtained a kennel licence.
- g. in section 10.1, striking out the words “as set out in Schedule A” and placing a period after the word “fee.”;
- h. deleting Schedule A;
- i. renaming Schedule B to Schedule A;
- j. renaming Schedule C to Schedule B;
- k. striking out section 24 and replacing it with the following:
 - 24.** The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:
 - a) Schedule “A” – Fines
 - b) Schedule “B” – List Prohibited Animals; and
- l. inserting the following as section 25 and renumbering section 25 as section 26:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.3. **Blasting Regulation Bylaw No. 714, 2012** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- b. in section 4(2),
 - ii. striking out the words “in the amount of \$150.00” and inserting a period after the word “fee.”; and
 - iii. striking out subparagraph 4.2 (a);
- c. in section 4(4), striking out the words “in the amount of \$50.00” and inserting a period after the word “fee.”;
- d. inserting the following as section 4(6):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*; and
- e. in section 8(2), inserting the word “offense” immediately before the period.

5.4. **Business Licence Bylaw No. 855, 2019**, is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;
- c. renaming Schedule C to Schedule B;
- d. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- e. in section 4.3, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;
- f. in section 8.2, striking out the words “as set out in Schedule A” and inserting a period after “fee.”;
- g. in section 10.3, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- h. in section 10.4, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- i. in section 10.5, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- j. in section 10.6, striking out the words “as per Schedule A.”;

- k. in section 107, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- l. inserting the following as section 10.9:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;
- m. in section 12.2, striking out the words “as set out in Schedule A” and inserting a period after the word “Fee.”;
- n. in section 21.5 (a) striking out the words “Schedule C” and inserting the words “Schedule B.” in their place; and
- o. striking out section 27.3 and inserting the following in its place:

Schedules A and B are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw.

5.6. **Cross Connection Control Bylaw No. 844, 2018** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. inserting the following section 9.3:

9.3 An application for a *Hydrant or Temporary Water Use Permit* shall

 - 9.3.1 be made in a form approved by the Manager of Operations; and
 - 9.3.2 be accompanied by payment of all applicable fees and deposits.; and
- c. inserting the following section 9.4:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.7. **Development Procedures Bylaw No. 887, 2020**, is amended by

- b. deleting Schedule A;
- c. in paragraph 3.3 (d), striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;

- d. in section 3.6, striking out the words “as prescribed in Schedule A” and inserting a period after “Applicant.”;
- e. in section 4.3,
 - i. in the first sentence, striking out the words “Schedule A”; and
 - ii. in the third sentence, striking out the words “as set out in Schedule A.”;
- f. in section 4.7, striking out the words “as shown in Schedule A.”;
- g. in section 4.9, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in place; and
- h. inserting the following as section 4.12:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.8. Development Cost Charges Bylaw No. 723, 2013 is amended by

- b. deleting Schedule A;
- b. in part 2.1, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- c. striking out the words “Schedule A” in section 3.1 and inserting the words “*Fees and Charges Bylaw*” in place; and
- d. inserting the following as section 3.5:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.
- e. In section 18.2 striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in place

5.9. False Alarm Bylaw No. 556, 2005 is amended by

- a. in part 1, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. replacing section 7 with the following:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.10. **Filming Bylaw No. 818, 2017** is amended by:

- a. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. in paragraph 3(i), striking out the words “as set out in Schedule A” and inserting a period after the word “use.”; and

- c. inserting the following as paragraph 3(ii):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.11. **Fire Prevention Bylaw No. 744, 2013** is amended by:

- a. deleting Schedule B;

- b. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- c. striking out section 13.1 and inserting the following in its place:

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw; and

- d. inserting the following as section 14.3

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.12. **Freedom of Information Bylaw No. 709, 2012** is amended by:

- a. deleting Schedule A;

- b. in section 2(2), inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- c. in section 3(2), striking out the words “Administrative Assistant” and inserting the words “Legislative Assistant” in their place; and
- d. striking out section 5 and inserting the following in its place:

An applicant making a request shall pay to the Village of Pemberton the applicable fees set out in *Fees and Charges Bylaw*.

5.13. **Grow Operation, Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 546, 2005** is amended by:

- a. deleting Schedule A;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- c. in section 4(8), striking out the words “imposed by Schedule A” and inserting in their place the words “as set out in *Fees and Charges Bylaw* No. 905, 2021.”;
- d. in section 23(1), striking out the words “the administration and inspection fee stipulated in Schedule A” and inserting the words “an administration and inspection fee.” In their place;
- e. in section 23(2), striking out the words “stipulated in Schedule A”;
- f. striking out section 23(3) and inserting the following in its place:

prior to a special safety inspection, the owner or occupier must pay the Village a fee for the special safety inspection;
- g. in section 23(4), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee.”;
- h. in section 23(5), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee”; and
- i. inserting the following as section 23(7):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.14. **Outdoor Water Use Regulation Bylaw No. 792, 2015** is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;

- c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.
- d. inserting section 7.6 as follows:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*; and
- e. striking out Part 10 and inserting the following in its place:

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

5.15. **Parks and Public Space Use Bylaw No. 797, 2016** is amended by:

- a. deleting Schedule A; and
- b. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.
- c. in section 3, striking out the list of parks and public spaces and replacing the colon after the word “Village” with a period;
- d. striking out section 21 and inserting the following in its place:

21 Payment of Fees

- a. If required by this bylaw, a person shall not use any court, green, ground, lawn, or facility without having first obtained a Park and Public Spaces Use Permit and having paid to the Village all applicable fees and charges.
- b. Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.16. **Public and Private Sewer Usage Regulation Bylaw No. 363, 1994** is amended by:

- a. deleting Schedule C;
- b. renaming Schedule D to Schedule C.
- c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- d. striking out section 3.2 and inserting the following in its place:

The owner or their agent shall apply for a permit required in section 3.1 and shall:

- a. include with the permit application any plans, specifications, or other information considered pertinent to the judgement of the Village or as required in Schedules A, B, or C;
 - b. identify the constituents of the proposed sewage discharge;
 - c. be responsible for the continued compliance with the required quality standards; and
 - d. pay the applicable permit fee as set out in *Fees and Charges Bylaw*, at the time of issuance of the building permit, where a building permit is required, and otherwise, prior to exposing the public sewer;
- e. in section 5.4, striking out the words “in Schedule C” and inserting in their place the words “in *Fees and Charges Bylaw*, shall be charged.”; and
- f. striking out Part 9 and inserting the following in its place:

Schedules A, B, and C attached hereto shall be and form part of this Bylaw.

5.17. **Sign Bylaw No. 380, 1995** is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended from time to time.

- b. in paragraph 7.2.4, striking out the words “deposit \$200 cash with” and inserting in their place “pay a security deposit to”;
- c. in section 10.1, striking out the words “as set forth in this part”; and
- d. striking out section 10.2 and paragraphs 10.2.1 through 10.2.4 and inserting the following in their place:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.

5.18. **Site Alteration Bylaw No. 822, 2017** is amended by:

- a. deleting Schedule A;
- b. striking out section 3.2;

- c. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- d. in section 9.1, striking out the words “as set out in Schedule A” and inserting a period after the word “deposit.”;
- e. in section 9.2, striking out the words “as set out in Schedule A” and inserting a period after the word “required.”; and
- f. inserting section 9.3 as follows:
- Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.
- g. in section 11.6, striking out the words “as identified in Schedule A” and inserting a period after the word ‘surcharge’. And
- h. in section 13.2, striking out the words “as set out in Schedule A” and inserting a period after the word “fee”.

5.19. **Special Event Bylaw No. 750, 2014** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. striking out section 5(1) and inserting the following in its place:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;

- c. striking out section 5(2);

- d. striking out paragraph 8 (b) and inserting the following in its place:

An application must be accompanied by a refundable security deposit in the form of a standby irrevocable letter of credit or cash as set out in *Fees and Charges Bylaw*;

- d. striking out paragraph 8 (c); and

- e. in paragraph 10 (c), replacing the reference to 9 (a) with reference to 10 (a).

5.20. **Water Regulation, Connection and Rates Bylaw No. 232, 1989** is amended by:

a. deleting Schedules B (Bylaw No. 492, 2002); C (Bylaw No. 545, 2005); D (Bylaw No. 640, 2009); and E (Bylaw No. 496, 2002);

b. under DEFINITIONS, inserting the following:

Fees and Charges Bylaw means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

Manager of Operations means the person appointed to this position by the Chief Administrative Officer and their designate.

c. striking out section 1 under Application for Service and inserting in its place the following:

An owner seeking to establish water service to any lands or premises shall apply in writing on a form approved by the *Manager of Operations* and shall pay the applicable fees and deposits.

d. in section 3 under Application for Service, striking out the words "Schedule A" and inserting the words with "*Fees and Charges Bylaw.*" in their place;

e. in section 1 under Connection and Installation, striking out the words "Schedule A" and inserting the words "*Fees and Charges Bylaw.*" in their place;

f. in section 2 under Connection and Installation, striking out the words "as stated in Schedule A" and inserting the words "*Fees and Charges Bylaw.*" in their place;

g. in section 6 of Connection and Installation, inserting a period after the word "fee" and striking out the following words "as set out in Schedule A.";

h. in section 2 under Discontinuance, striking out the words "as set out in Schedule A.";

i. in section 4 under Discontinuance, striking out the words "Schedule A" and inserting the words "*Fees and Charges Bylaw.*" in their place;

j. striking out the heading SPRINKLING and sections 1 and 2 under it;

k. in section 1 under General Provisions, striking out the words "as per Schedule A."; and

l. inserting a new section 13 under General Provisions as follows:

Fees and charges for services other than water rates that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw.*

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READ A FIRST TIME this 13th day of July, 2021.

READ A SECOND TIME this 13th day of July, 2021.

READ A THIRD TIME this 13th day of July, 2021.

ADOPTED this xx day of xx, 2021.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE A – ADMINISTRATIVE FEES

There is no charge for accessing documents online if available.

Administrative fees and charges shall be as follows:

DESCRIPTION	FEE
FINANCIAL STATEMENTS	\$25.00
NSF CHEQUE	\$25.00*
ADMINISTRATIVE FEE FOR TAX REFUNDS (FOR BANKS; UP TO 5 CORRECTIONS)	\$50.00 *
TITLE SEARCH	\$20.00
TAX CERTIFICATES	\$25.00
SERVICE CHARGES	
INTEREST CHARGE ON OVERDUE ACCOUNTS, PER MONTH	2%*
ADMINISTRATIVE FEE	10%*
POSTAGE & HANDLING	COSTS + Administrative Fee*
COPYING, SCANNING, & PRINTING	
BLACK & WHITE, PER PAGE	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$0.30
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$0.45
11 X 17, SINGLE-SIDED	\$1.00
11 X 17, DOUBLE-SIDED	\$1.50
COLOUR, PER PAGE	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$1.00
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$1.50
11 X 17, SINGLE-SIDED	\$1.50
11 X 17, DOUBLE-SIDED	\$2.25
SCANNED ELECTRONIC COPY OF PAPER RECORD, PER PAGE	\$0.18
STAFF TIME FOR OBTAINING, COPYING, SCANNING OR PRINTING DOCUMENTS, PER HOUR, AFTER FIRST QUARTER HOUR	\$30.00
LAMINATING PER PAGE	
8 1/2 X 11"	\$2.50
11 X 14"	\$3.50
11 X 17"	\$4.50
SIGNATURE WITNESS	\$30.00

INFORMATION SEARCH**	
COMFORT LETTERS	
PER HOUR	\$100.00
MINIMUM FEE	\$25.00
TAX INFORMATION INVOLVING RESEARCH OF TAX RECORDS OTHER THAN CURRENT OF PREVIOUS YEAR	
BETWEEN 15 MINUTES AND 1 HOUR	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
OTHER FINANCIAL INFORMATION	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
SEARCH OF VILLAGE RECORDS FOR THE PURPOSES OF INSURANCE CLAIMS OR COURT CASES	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
RESEARCH FOR PURPOSES NOT LISTED	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
DEPOSIT IF FEE WILL EXCEED \$5,000.00	50%
GIS / IS AND DIGITAL DATA SERVICES	
DIGITAL ORTHOPHOTO, DIGITAL ELEVATION MODELS (DEM) AND CONTOURS	
PER HOUR (MINIMUM FEE \$60.00)	\$100.00
PER DVD	\$10.00
CADASTRAL AND OTHER VILLAGE OWNED DIGITAL PROPERTY INFORMATION	
NON-REFUNDABLE PROCESSING FEE	\$25.00
PER KBYTE	\$100.00
CUSTOM MAP CREATION	
PER HOUR	\$100.00
PER MAP	\$15.00
GIS ANALYSIS AND DIGITAL COPY	
PER HOUR	\$100.00
PER KBYTE	\$100.00
GIS / IS CONSULTING WORK, PER HOUR	\$100.00

*GST does not apply

**The applicant will be provided an estimate of fees if research time will exceed 15 minutes.

SCHEDULE B – AIRPORT

The following tie down fees apply:

DURATION	FEE, AIRCRAFT < 2,000 KG	FEE, AIRCRAFT 2,000 TO 5,000 KG
DAILY	\$ 10.00	\$ 15.00
OVERNIGHT	\$ 15.00	\$ 20.00
MONTHLY	\$ 80.00	\$ 90.00
ANNUAL	\$280.00	\$340.00

The following landing fees apply for commercial use only:

MONTHLY FEE	
1-10 LANDINGS PER MONTH	\$25.00
11-30 LANDINGS PER MONTH	\$22.00
30+ LANDINGS PER MONTH	\$20.00
OR ANNUAL FEE	
AIRCRAFT < 2000 KG	\$600.00
AIRCRAFT ≥ 2000 KG	\$1,000.00

SCHEDULE C – ANIMAL LICENCE AND IMPOUND

The following fees apply to dog licensing:

LICENCE TYPE	LICENCE FEE, ANNUAL OR RENEWAL	RENEWAL OF DOG LICENCE AFTER JANUARY 31st
UNNEUTERED MALE	\$65.00	\$85.00
UNSPAYED FEMALE	\$65.00	\$85.00
NEUTERED MALE	\$25.00	\$40.00
SPAYED FEMALE	\$25.00	\$40.00
UNDER 3 MONTHS	\$15.00	NA
DANGEROUS DOG	\$100.00	\$100.00
REPLACEMENT TAG	\$10.00	NA
KENNEL LICENCE, ONE TIME FEE		\$100

The following fees apply to the impounding of domestic animals:

IMPOUNDMENT	FEE
FIRST, UNLICENSED DOG	\$75.00
FIRST, LICENSED DOG	\$30.00
SECOND	\$100.00
THIRD	\$150.00
FOURTH AND SUBSEQUENT	\$300.00
DOG CARE & HOUSING	
MAINTENANCE FEE, PER DAY	\$25.00

The following fees apply to backyard hen keeping:

DESCRIPTION	FEE
NON-REFUNDABLE PERMIT FEE	\$25.00
SUBSEQUENT INSPECTION FEE, PER INSPECTION	\$25.00

SCHEDULE D – BLASTING

The following fees apply to blasting permits:

PERMIT OR SERVICE	PERMIT FEE
BLASTING PERMIT, SINGLE FAMILY RESIDENTIAL LOT, FOR THE CREATION OF A DRIVEWAY OR FOUNDATION ONLY	\$50.00
ALL OTHER BLASTING PERMITS	\$150.00
PERMIT RENEWAL	\$50.00

SCHEDULE F – BUSINESS LICENCE

The following fees and charges apply to business licences and services:

FEE DESCRIPTION	AS OF JANUARY 1, 2021	AS OF JANUARY 1, 2022	AS OF JANUARY 1, 2023
INSPECTION OF PREMISES			
ADDITIONAL INSPECTION, FIRE CHIEF	\$100.00	\$100.00	\$100.00
ADDITIONAL INSPECTION, BUILDING OFFICIAL	\$100.00	\$100.00	\$100.00
TRANSFER OF CHANGE AT THE REQUEST OF THE BUSINESS			
TRANSFER OR CHANGE FEE	\$25.00	\$25.00	\$25.00
BUSINESS LICENCE FEES			
ADMINISTRATION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$25.00	\$25.00	\$25.00
INSPECTION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$100.00	\$100.00	\$100.00
BUSINESS LICENCE FEE, RESIDENT AND NON-RESIDENT	\$150.00	\$150.00	\$150.00
BUSINESS SPECIFIC FEES (PART NOTED)			
CANNABIS PRODUCTION FACILITY, STANDARD	\$5,000.00	\$2,500.00	\$150.00
CANNABIS PRODUCTION FACILITY, MICRO	\$2,500.00	\$1,250.00	\$150.00
CANNABIS RETAIL STORE	\$5,000.00	\$2,500.00	\$150.00
COMMUNITY EVENT	\$150.00	\$150.00	\$150.00
FARMERS' MARKET	\$300.00	\$300.00	\$300.00
STREET, PARK, MOBILE OR TEMPORARY VENDOR	\$300.00	\$300.00	\$300.00
SHORT-TERM VACATION RENTAL	\$300.00	\$300.00	\$300.00
SPECIAL EVENT	\$150.00	\$150.00	\$150.00
TRADE CONTRACTOR	\$150.00	\$150.00	\$150.00
VENDING MACHINE	\$150.00	\$150.00	\$150.00
FEE REDUCTION FOR APPLICATIONS RECEIVED BETWEEN OCTOBER 1ST AND DECEMBER 31ST			
ALL BUSINESSES	-50%	-50%	-50%
NON-REFUNDABLE APPLICATION PROCESSING FEE			
CANNABIS RETAIL STORE	\$1,000.00	\$1000.00 + COSTS	\$1,000.00 + COSTS
CANNABIS PRODUCTION FACILITY	NA	\$1,000.00	\$1,000.00
AUXILIARY BUSINESS			
FEE FOR BUSINESS THAT IS AUXILIARY TO AN EXISTING BUSINESS	\$50.00	\$50.00	\$50.00
BUSINESS LICENCE LATE PAYMENT FEE			
ALL BUSINESSES	+25%	+25%	+25%

SCHEDULE G - DEVELOPMENT COST CHARGES

The following development cost charges apply to developments:

USE	Unit	Roads	Drainage	Sewer	Water	Parkland	Total
SINGLE FAMILY	Lot	\$ 927.06	\$ 86.76	\$ 2,037.98	\$989.82	\$1,315.31	\$ 5,356.93
SINGLE FAMILY, SMALL	Lot	\$ 599.86	\$ 46.85	\$ 1,585.09	\$769.86	\$1,023.02	\$ 4,024.68
TOWNHOUSE	Dwelling	\$ 563.51	\$ 28.63	\$ 1,358.65	\$659.88	\$ 876.87	\$ 3,487.54
APARTMENT	Dwelling	\$ 363.55	\$ 23.42	\$ 905.77	\$439.92	\$ 584.58	\$ 2,317.25
INSTITUTIONAL	Sq.m FA	\$ 16.36	\$ 0.28	\$ 4.98	\$ 2.42	\$ 9.44	\$ 33.48
COMMERCIAL	Sq.m FA	\$ 12.72	\$ 0.20	\$ 5.89	\$ 1.97	\$ 3.86	\$ 24.64
INDUSTRIAL	Sq.m Lot	\$ 2.52	\$ 0.26	\$ 2.91	\$ 1.46	\$ -	\$ 7.15

SCHEDULE H - DEVELOPMENT PROCEDURES

The following fees, charges, and deposits apply to development permits and services:

Application Type	Non-Refundable Application Fee		Public Notification Fee	Water and Sanitary Servicing Model Analysis Deposit
<i>Official Community Plan & Zoning Bylaw Amendment</i>	\$1200.00	Residential + \$250.00 for each additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	All Other Uses + \$250.00 for each additional 100 m2 of floor area in excess of the first 1000.00 m2	Water: \$3000.00 Sanitary: \$3000.00 *additional expenses may be required depending on the complexity of the required analysis
<i>Official Community Plan Bylaw Amendment</i>	\$900.00			
<i>Zoning Bylaw Amendment</i>	\$900.00			
Major Development Permit for Form and Character	\$900.00			
Minor/Major Development Permit for Environmental Protection	\$600.00			
Minor Development Permit for Land Constraints	\$400.00			
Minor Development Permit for Enhancement of Agriculture	\$400.00			
Major Development Permit Renewal	\$200.00			
Minor Development Permit	\$360.00			
Minor Development Permit Renewal	\$200.00			
Development Variance	\$450.00			
Temporary Use Permit	\$500.00		\$500.00	
<i>Subdivision</i>	\$500.00			
Bare Land Strata	\$500.00	+ \$150.00 for each additional lot created		
Strata Title Conversion	\$500.00			
Tentative Approval Letter Extension	\$200.00			
Discharge of a Covenant	\$200.00			
Cost Recovery	Staff and Contractor Time Expenses		Admin Fee	Total
Applies to all applications.	The cost of additional time spent processing applications above the application fee deposit will be recovered based on actual costs for <i>Village</i> of Pemberton staff and contractor time.		10% administration fee is added to the Cost Recovery Fee based on staff and contractor expenses.	Staff & Contractor Expenses at cost + 10% Admin Fee = Total Cost Recovery Fee

SCHEDULE I – FALSE ALARM

The following fees and charges apply to false alarms services:

DESCRIPTION	FEE
FALSE ALARMS	
SECOND FALSE ALARM	\$50.00
THIRD FALSE ALARM	\$75.00
FOURTH AND SUBSEQUENT FALSE ALARMS, EACH	\$100.00
INSPECTIONS	
SECOND AND SUBSEQUENT REINSPECTIONS, EACH	\$75.00

SCHEDULE J – FILMING

The following fees, charges and deposits apply to filming permits and services:

DESCRIPTION	FEES*
DAILY FILMING FEE	
STUDENT	\$50.00
ALL OTHER APPLICANTS	\$300.00
APPLICATION FEE (NON-REFUNDABLE)	
STUDENT	\$75.00
ALL OTHER APPLICANTS	\$125.00
AMENDMENT TO FILM PERMIT APPLICATION OR AGREEMENT, PER AMENDMENT	\$25.00
ADDITIONAL FEES FOR FILMING ON VILLAGE PROPERTY	
HIGHWAYS AND PARKING LOTS	Refer to Parks & Public Spaces Bylaw No. 797, 2015, as amended or replaced from time to time
LAND AND BUILDINGS	Rates to be negotiated
OTHER FEES & CHARGES	
VILLAGE LIAISON**	Hourly recovery of wages and benefits and machine time as applicable
SECURITY DEPOSIT	Refer to Filming Policy
FILMING WITHOUT A PERMIT	\$250.00
* GST applies to all fees except for permit application fees.	
**Village Liaisons include Village Staff and contractors who provide oversight for filming, environment, transportation, operations, and airport use, and includes Public Works Crew and the Fire Department. The Village may require that a liaison be on site for the duration of filming.	

SCHEDULE K - FIRE PREVENTION

The following fees and charges apply to fire prevention inspections and services:

DESCRIPTION	FEE
FILE SEARCH FOR FIRE CODE VIOLATIONS	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTION FOR FILE SEARCH OR COMFORT LETTER	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTIONS	
SECOND AND SUBSEQUENT REINSPECTIONS, EACH	\$75.00

SCHEDULE L – FREEDOM OF INFORMATION REQUESTS

The following fees and charges apply to freedom of information requests from applicants other than commercial applicants:

FREEDOM OF INFORMATION REQUEST	FEE
LOCATING AND RETRIEVING A RECORD	\$7.50 PER ¼ HOUR AFTER THE FIRST 3 HOURS
PRODUCING A RECORD MANUALLY	\$7.50 PER ¼ HOUR
PRODUCING A RECORD FROM A MACHINE-READABLE RECORD FROM A SERVER OR COMPUTER	\$7.50 PER ¼ HOUR FOR DEVELOPING A COMPUTER PROGRAM TO PRODUCE THE RECORD.
PREPARING A RECORD FOR DISCLOSURE AND HANDLING A RECORD	\$7.50 PER ¼ HOUR
SHIPPING	ACTUAL COSTS OF SHIPPING METHOD CHOSEN BY APPLICANT
COPYING RECORDS	
FLOPPY DISKS	\$2.00 PER DISK
CD'S AND DVD'S, RECORDABLE OR REWRITABLE	\$4.00 PER DISK
COMPUTER TAPES	\$40.00 PER TAPE UP TO 2400 FEET
MICROFICHE	\$3.00 PER FICHE
MICROFILM DUPLICATION	\$25.00 PER ROLL FOR 16 MM MICROFILM, \$40.00 PER ROLL FOR 35 MM MICROFILM
MICROFICHE OR MICROFILM TO PAPER DUPLICATION	\$0.50 PER ROLL PAGE (8.5" X 11")
PHOTOGRAPHS (COLOUR OR BLACK AND WHITE)	\$5.00 TO PRODUCE A NEGATIVE \$12.00 EACH FOR 16"X20" \$9.00 EACH FOR 11"X14" \$4.00 EACH FOR 8"X10" \$3.00 EACH FOR 5"X7"
PHOTOGRAPHIC PRINT OF TEXTUAL, GRAPHIC OR CARTOGRAPHIC RECORD (8"X10" BLACK AND WHITE)	\$12.50 EACH (8"X10")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, BLACK AND WHITE	\$0.25 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, COLOUR	\$1.65 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
PHOTOMECHANICAL REPRODUCTION OF 105 MM CARTOGRAPHIC RECORD/PLAN	\$3.00 EACH
SLIDE DUPLICATION	\$0.95 EACH

AUDIO CASSETTE TAPE (90 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING
VIDEO CASSETTE RECORDER (VHS) TAPE (120 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING.

For commercial applicants, for each service listed above, the cost will be the actual cost of providing that service.

SCHEDULE M – GROW OPERATION

The following fees and charges apply to grow operation permits, inspections, and services:

DESCRIPTION	FEE
ADMINISTRATION AND INSPECTION	\$200.00
SUBSEQUENT OR FOLLOW-UP INSPECTION	\$200.00
OCCUPANCY INSPECTION	\$150.00
INSPECTION BY ARCHITECT OR PROFESSIONAL ENGINEER ENGAGED BY THE VILLAGE	COST RECOVERY
SPECIAL SAFETY INSPECTION	\$400.00
EACH INSPECTION PRIOR TO ISSUANCE OF RE-OCCUPANCY PERMIT	\$200.00
RE-OCCUPANCY PERMIT	\$250.00

SCHEDULE N - PARKS AND PUBLIC SPACE USE

The following fees, charges, and security deposits apply to park and public space use permits and services:

LOCATION	USER	PERMIT FEE	VENUE USE/RENTAL FEE*	SECURITY DEPOSIT**
DOWNTOWN BARN	NON-PROFIT, SINGLE EVENT	\$30	\$100	\$300
	NON-PROFIT, SEASONAL (SIX MONTHS)		\$300	
	NON-PROFIT, ANNUAL, JANUARY 1 – DECEMBER 31		\$600	
	COMMERCIAL & CORPORATE	\$75	\$500	\$1,000
	COMMERCIAL FILM & PHOTOGRAPHY		\$1,000	
VILLAGE STREETS & PARKING LOTS***	NON-PROFIT	\$30	NA	\$300
	COMMERCIAL AND CORPORATE EVENTS	\$75	\$200 PER BLOCK	\$1,000
OTHER PARKS & PUBLIC SPACES	NON-PROFIT	\$30	NA	\$300
	COMMERCIAL AND CORPORATE EVENTS	\$75	TO BE NEGOTIATED	\$1,000

Refunds of the permit and rental fees will be permitted for cancellations up to fourteen (14) days prior to booking date with written notification.

Fees will not be refunded for events cancelled less than 14 days prior to the event or due solely to inclement weather conditions.

*GST applies to venue rental fees.

** Security deposits will be refunded by cheque within one month, less repair or cleaning costs.

*** A temporary street use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk, or boulevard.

SCHEDULE O – PUBLIC AND PRIVATE SEWER USAGE CONNECTION

The following fees, charges, and deposits apply to public and private sewer connection permits, inspections, and services:

DESCRIPTION	FEE
SINGLE OCCUPANCY	
CONNECTION AT PROPERTY LINE	\$500
MULTIPLE OCCUPANCY	
PER UNIT, CONNECTION AT PROPERTY LINE	\$200
MINIMUM FEE	\$500
INSPECTION	
INSPECTION OF HOLDING TANK CONSTRUCTION	\$250
IF INSTALLATION OF SERVICE PIPE FROM SANITARY SERVICE MAIN TO LOT BOUNDARY IS REQUIRED	
CONNECTION	ACTUAL COST** PLUS \$250
DEPOSIT	200% OF ESTIMATED COST OF INSTALLATION
**COST TO INCLUDE ENGINEERED DESIGN AND SUPERVISION IF APPLICABLE	
NOTE: THE ABOVE FEES WILL BE WAIVED IF THE CONNECTION AND THE SEWER MAIN ARE LOCATED ON THE PROPERTY WITHIN A STATUTORY RIGHT-OF-WAY OR IF THE SEWER WAS INSTALLED AT THE DEVELOPER'S COST PRIOR TO THE DATE OF ADOPTION OF BYLAW NO. 363, 1994.	

SCHEDULE P - SIGN PERMIT

The following fees apply to sign permits, inspections. and services:

DESCRIPTION	FEE
PERMANENT PERMITTED SIGN, PERMIT FEE	\$40.00
ADDITIONAL FEES FOR SPECIFIC SIGNS:	
(a) SIGN INVOLVING STRUTURAL DESIGN, INSPECTION AND PROCESSING FEE	\$40.00
(b) FRONT-LIT OR REAR-LIT SIGN, PROCESSING FEE	\$40.00
(c) SIGN ENCROACHING OVER A STREET, INSPECTION AND PROCESSING FEE	\$40.00
(d) SIGN THAT HAS BEEN INSTALLED OR ERECTED PRIOR TO ISSUANCE OF A REQUIRED PERMIT, INSPECTION AND PROCESSING FEE	\$100.00
CHANGE THE FACE OF EXISTING CONFORMING SIGN, PROCESSING FEE	\$30.00
PRIVATE TRAFFIC CONTROL SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, DEPOSIT	\$200.00

SCHEDULE Q – SITE ALTERATION

The following fees, charges, and deposits apply to site alteration permits and services:

PERMIT OR SERVICE	PERMIT FEE	DEPOSIT	SURCHARGE, UNPERMITTED WORK
SITE ALTERATION PERMIT			
MORE THAN 50 m ³ AND UP TO 100 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$100.00	\$1,000.00*	\$1,000.00
MORE THAN 100 m ³ AND UP TO ≤ 1000 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$250.00	\$2,500.00*	\$2,500.00
MORE THAN 1,000 m ³ OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR.	\$500.00	\$5,000.00*	\$5,000.00
PERMIT RENEWAL	\$50.00	NA	NA
*The refundable deposit shall be security for the completion of all requirements established in the Site Alteration Permit and may be used at any time by the Village to secure the completion of any requirement or undertake remediation works as required.			

SCHEDULE R – SPECIAL EVENT

The following fees, charges, and deposits apply to special event permits, applications, and services:

DESCRIPTION	FEE
MINOR EVENTS	
APPLICATION FEE	\$200.00
SECURITY DEPOSIT, MINIMUM*	\$1,000.00
MAJOR EVENTS	
APPLICATION BASE FEE, UP TO 1999 PARTICIPANTS	\$300.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN TWO THOUSAND (2,000) AND TEN THOUSAND (10,000) PARTICIPANTS	\$100.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN TEN THOUSAND (10,000) PARTICIPANTS AND TWENTY THOUSAND (20,000) PARTICIPANTS	\$200.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF OVER TWENTY THOUSAND (20,000) PARTICIPANTS	\$300.00
SECURITY DEPOSIT, MINIMUM*	\$10,000.00
ADDITIONAL FEE IF VALUE OF STAFF RESOURCES USED EXCEEDS THE FEES COLLECTED**	COSTS
* The CAO may set a higher or lower amount for the security required if the CAO believes that the scope, scale, and nature of the proposed Special Event creates an increased or decreased risk of damage to land and property.	
** the owner of private lands used for the Special Event and the applicant named on the Permit shall be responsible to pay that amount to the Village within thirty (30) days of being delivered an invoice from the Village.	

SCHEDULE S – WATER SERVICE CONNECTIONS AND OUTDOOR WATER USE

The following fees, charges, and deposits apply to water connections and water use, inspections, and services:

DESCRIPTION	FEE
PROPERTIES INSIDE VILLAGE BOUNDARIES EXCLUDING INDUSTRIAL PARK	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL 3/4" SERVICE	GREATER OF \$500 OR COST PLUS 15%
1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%
ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (MINIMUM 48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00
PROPERTIES IN THE INDUSTRIAL PARK**	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL 3/4" SERVICE	GREATER OF \$500 OR COST PLUS 15%
1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" AND UP TO 6" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%

ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00

*Any excess shall be refunded, and any shortfall shall be charged to the applicant.
 ** Service is available for industrial, commercial, or residential use only; size of service to each property will be at the sole discretion of the Works Foreman. Connection fees are payable at the time of application.

RESIDENTIAL PROPERTIES OUTSIDE VILLAGE BOUNDARIES ADJACENT TO MUNICIPAL INFRASTRUCTURE

CONDITIONS OF SERVICE:

1. Service is available for domestic or residential use only;
2. The size of service to each property is restricted to one 1-inch (25mm) connection per residential dwelling;
3. *Residential dwelling* means a self-contained unit with a separate entrance and intended for year-round occupancy;
4. The property owner shall provide irrevocable consent and support for boundary extension to include the subject property provided through a covenant registered on title of the property that will allow for service to be terminated if consent is withheld;
5. The following works will be undertaken by the owner of the property requesting the connection and all associated costs shall be the responsibility of owner:
 - a. supply and installation of all parts, labour, and materials including but not limited to:
 - i. a radio-read, in-ground meter installed at the property line;
 - ii. curb stop; and
 - iii. degal box;
 - b. if applicable, additional costs for sidewalk and/or pavement repairs; and
 - c. all costs for upsizing the water line if required by the Village;
6. Connection fees are payable on application and include the cost of inspection and a lump sum payment roughly equivalent to the present value of the cost of currently amortized water system infrastructure as well as a prorated share of the estimated cost of infrastructure proposed to be constructed/installed in the next five years (2009 to 2013);
7. An 'as-built' drawing, satisfactory to the Works Manager, must be filed with the Village and a final inspection must be conducted and approved by the Works Manager before the connection can be backfilled and the water turned on.
8. Any connection that is backfilled without a Village inspection will have to be reopened at the cost of the owner for inspection;
9. Non-conforming connections, including unfinished remedial work, may be rectified by the Village at the cost of applicant;
10. The property owner will protect and save harmless the Village of Pemberton from all claims and damages caused by leaking water, the bursting of pipes or any other damages in relation to this agreement; and
11. The Village reserves the right to inspect the property and/or residence for any unauthorized use of water and will provide 24 hours notice to the property owner in advance of any inspection.

CONNECTION FEE	\$5,395
INSPECTION FEE	\$500
TEMPORARY WATER CONNECTION (HYDRANT)	
PERMIT	\$50.00
DAMAGE DEPOSIT	\$500.00
SURCHARGE FOR UNPERMITTED CONNECTION	\$200.00
WATER RATE, WEEKLY	SEE WATER REGULATION CONNECTION AND RATES BYLAW NO. 232, 1989
CROSS CONNECTION CONTROL DEVICE RENTAL. PER DAY	\$35.00
DAMAGE DEPOSIT	\$1,200.00
OUTDOOR WATER USE	
PERMIT	\$30.00

From: Rob Fisher <rfisher@scalecollaborative.ca>

Sent: Wednesday, July 14, 2021 8:00 AM

To: VoP Admin <admin@pemberton.ca>

Cc: Mike Richman <mrichman@pemberton.ca>; Nikki Gilmore <ngilmore@pemberton.ca>; Lena Martin <lmartin@pemberton.ca>; Fernanda Martinez <fmartinez@scalecollaborative.ca>

Subject: BCSPi Membership Opportunity

Good morning,

Please find attached a letter to Mayor Richman and accompanying report from Co-Chairs Mayor Karen Elliott and Councillor Colleen Evans regarding an opportunity for the Village of Pemberton to join the British Columbia Social Procurement Initiative (BCSPI).

Best,

--

Rob Fisher

Project Coordinator

British Columbia Social Procurement Initiative (BCSPI)

250-886-3063

[Website](#) | [LinkedIn](#) | [Facebook](#)

Learn more about the Initiative that's changing the culture of public sector procurement: [Watch the BCSPi info session](#)

We respectfully acknowledge that we are located on the unceded territories of the Lekwungen-speaking peoples, now known as the Songhees and Esquimalt Nations.

BRITISH COLUMBIA
Social Procurement
INITIATIVE

July 13, 2021

Mayor Mike Richman
Village of Pemberton
Box 100
7400 Prospect Street
Pemberton BC V0N 2L0

Re: Membership Opportunity: British Columbia Social Procurement Initiative

Dear Mayor Richman,

We are writing to let you know about an exciting new opportunity for the Village of Pemberton to join the [British Columbia Social Procurement Initiative \(BCSPI\)](#).

Previously only available to governments in the Vancouver Island and Coastal Communities region, BCSPI has recently received support from the BC Government to expand province-wide, providing the opportunity for governments and institutional purchasers in communities across British Columbia to join.

BCSPI is a low cost, high value program that provides local governments with the training, expertise, and support they need to integrate social procurement practices and add social value to their existing purchasing. For an annual membership fee equivalent to local area of government association dues, participating local governments get access to a full suite of professional development and training, templates, case studies, impact measurement tools and expert consultation support at no additional cost.

Significantly, now is the best possible time to join. Building on the successes of the first two years, new members will join with all of the foundational work in place: over 50 pilot projects undertaken, a comprehensive library of templates and tools developed, best practice examples and thriving community of practice all available to support social procurement implementation.

BCSPI (formerly CCSPI) started as a two-year pilot in the Vancouver Island and Coastal Communities region in 2019 and, since its inception, has already grown in membership from 6 to 30 local governments and institutional purchasers. BCSPI members have now procured over \$200 million of goods, services and construction with added social value to the benefit of their local economies. This means that additional local business, employment and skills & training opportunities are being generated from existing procurement dollars at a time when our local economies need it most. (The CCSPI Phase 1 report is attached for your information).

.../2

Page 2
Mayor Mike Richman
July 13, 2021

Social procurement is a key economic recovery and stability consideration for local governments. Joining BCSPi now will ensure that your organization has access to the training and expertise required to implement social procurement best practices, and the ability to take advantage of the opportunity to create additional community benefit from your existing spending.

We would be happy to discuss this opportunity with you directly, or to schedule a presentation for your Council or Board to provide more information about the Initiative. If you have any questions or would like to set up a meeting or presentation, please contact Robert Fisher, BCSPi Project Coordinator by email at rfisher@scalecollaborative.ca or by phone on (250) 886-3063.

Sincerely,

Karen Elliot
Mayor, District of Squamish
Co-Chair, BCSPi Steering Committee



Colleen Evans,
Councillor, Campbell River
Co-Chair, BCSPi Steering Committee



Cc: Nikki Gilmore, Chief Administrative Officer
Lena Martin, Manager of Finance

Attached: CCSPI Phase 1 Report



PHASE 1 REPORT

Coastal Communities Social Procurement Initiative (CCSPI) 2019—2021

Procurement for Community Wellbeing.

The regional initiative that's changing the culture of procurement to create community benefits.

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Executive Summary

The Coastal Communities Social Procurement Initiative (CCSPI) was established in 2018 by and for local governments on Vancouver Island and in the Coastal Communities.

In just two years, CCSPI members have realized over \$200 million in social procurement spend by adding social value to their purchasing practices, generating significant community benefits from existing procurement dollars at a time when local economies need it most.

The initiative, which is unique in Canada as a regional approach, is delivered by a partnership team of social procurement, community impact and industry experts who provide the training, tools and quality assurance required to support CCSPI members on their journey towards integrating social procurement practices. These are new practices that can help to unlock additional social value from an organization's existing spending that can align with strategic objectives and community goals.



LISA HELPS

**Mayor, City of Victoria
Co-Chair, CCSPI Steering Committee**

It's been wonderful to see CCSPI grow from an idea and a small collaboration among six local governments to a fully functioning social procurement initiative with almost 30 members. CCSPI provides significant value to our procurement staff by empowering them to use procurement to the benefit of our local economies and communities. We look forward to working to scale CCSPI across British Columbia to help more communities and other public agencies to align their spending with the values of their communities.



COLLEEN EVANS

**Councillor, City of Campbell River
Co-Chair, CCSPI Steering Committee**

Getting to this point has been a truly collaborative effort and the lessons learned, models, and templates CCSPI has developed are playing a vital role in creating healthy communities, supporting social inclusion and enhancing the wellbeing of local residents. As CCSPI membership continues to grow, we're encouraged by the enthusiasm and commitment of elected representatives and members who are actively considering what could be achieved if even just a small percentage of public spend was focused on 'value adding' to generate positive community benefits.



CCSPI Goals & Outcomes

01

GOAL: Local governments in the Vancouver Island and Coastal Communities region are embracing and implementing social procurement.

OUTCOME: 27 local governments are members of CCSPI and working towards social procurement implementation.

02

GOAL: Standardized approach to social procurement across local government, while each community has the ability to create community-specific social value.

OUTCOME: Standardized practices for procurement, vendor outreach and impact measurement are being adopted across the region. Members' strategic planning and policy inform community-specific needs.

03

GOAL: Procurement staff are trained in social procurement and have the ability to issue tenders and RFPs that result in community benefits.

OUTCOME: Over 150+ staff from CCSPI member organizations have taken part in training sessions and have access to a comprehensive library of examples, templates and other resources.

04

GOAL: Product and service suppliers are fully engaged, bidding on contracts, and responding to RFPs issued by local governments.

OUTCOME: CCSPI members are engaging with suppliers, creating a culture shift and building the capacity that allows them to respond to bid opportunities.

CCSPI Goals & Outcomes

05

GOAL: The provincial government is aware of and supportive of CCSPI.

OUTCOME: The BC Government has been represented at the CCSPI Steering Committee since its inception and is supporting the initiative's phase 2 expansion across the Province.

06

GOAL: A robust monitoring and reporting framework is in place.

OUTCOME: CCSPI has partnered with Royal Roads University to develop a standardized impact measurement framework, informed by both buyers and vendors, and connected to regional SDG targets.

07

GOAL: CCSPI is a long-term, sustainable initiative.

OUTCOME: CCSPI will be expanded through 2021-24 to advance the adoption and integration of social procurement policies and practices across British Columbia.

08

GOAL: Interest is demonstrated by the wider Municipal, Academic Institutions, Schools and Hospitals (MASH) sector.

OUTCOME: Recent CCSPI members include academic institutions and school boards. Interest is also being demonstrated by other institutional purchasers across the MASH sector.



What is Social Procurement & Why is it Important?

Social procurement is an emerging best practice that represents a significant shift from 'lowest price' to 'best value'.

Governments and other large purchasers like hospitals and post-secondary institutions collectively procure billions of dollars of goods and services. By implementing social procurement practices, these organizations can leverage a significant amount of additional social value and community benefit from this existing purchasing.

Social procurement takes into consideration not only price and quality, but also the community outcomes and potential benefits that can be generated through purchasing practices. It allows for procurement to become a tool for building healthy communities and local

economies by valuing local employment, training opportunities, social value supply chains and other community outcomes.

Social procurement can help to integrate social outcomes right across an organization's spending, from small spends that are made on a day-to-day basis, to integrating social value criteria into requests for proposals and tenders for goods and services, to major construction and infrastructure projects. Purchasing decisions can be measured against pre-determined criteria that are connected to an organization's community goals and strategic plans.

CCSPI is Delivered in Partnership by:



BUY SOCIAL CANADA

Buy Social Canada believes in building community capital: healthy communities that are rich in human, social, cultural, physical, and economic capital. By building relationships between social suppliers and purchasers, Buy Social Canada is leading the movement for community capital creators across the country.



David LePage — Managing Partner, Buy Social Canada

“CCSPI has become the showcase for community collaboration - leveraging shared resources to build resilient local economies, create local jobs, and provide opportunities for all the members of the community.”



PRESENTATIONS PLUS TRAINING & CONSULTING INC.

Presentations Plus provides expert consulting and advice on social procurement to both public and private sector organizations, and has assisted many leading Governments and companies in the implementation of social procurement best practices.



Larry Berglund — Principal, Presentations Plus

“The awareness of social procurement options, within the communities, has led to more responsive and effective outcomes.”



SCALE COLLABORATIVE

Scale Collaborative’s mission is to create a thriving, connected, and financially resilient social change sector. Scale Collaborative works with nonprofits, social enterprises, and other social purpose organizations to explore how they can become more independent, innovative, resilient, and impactful.



Kristi Fairholm Mader — Co-Founding Partner, Scale Collaborative

“It is exciting to work with local governments and buyers who are using purchasing power to help support inclusive and sustainable communities.”



VANCOUVER ISLAND CONSTRUCTION ASSOCIATION (VICA)

Vancouver Island Construction Association (VICA) serves the construction community on Vancouver Island, the Gulf Islands, and other coastal areas of British Columbia.



Rory Kulmala — CEO, Vancouver Island Construction Association

“CCSPI is the model for working locally and together across the Island and along the coast.”

CCSPI Statistics

\$200m

Procurement spend with added social value.

150+

Individual staff members trained.

50+

Pilot projects undertaken.

40+

Training sessions and webinars held.

29

Participating governments and organizations.

25+

Resources, case studies, and templates developed.

Social Procurement Myths vs. Facts

Although many governments and organizations across the world are already seeing tangible and measurable results from implementing social procurement practices, moving to this new way of buying things still represents a significant change from the status quo. Common myths and questions about social procurement exist.

These types of questions are indicators of the change taking place at a broader level, and the growing voices calling for a shift from practices that harm people and the planet. Historically, procurement has excluded smaller businesses and diverse suppliers, and has viewed environmental and social outcomes as a cost, not a benefit. Social procurement represents systemic change.

Is it legal?

Yes! It is.

Is the quality lower?

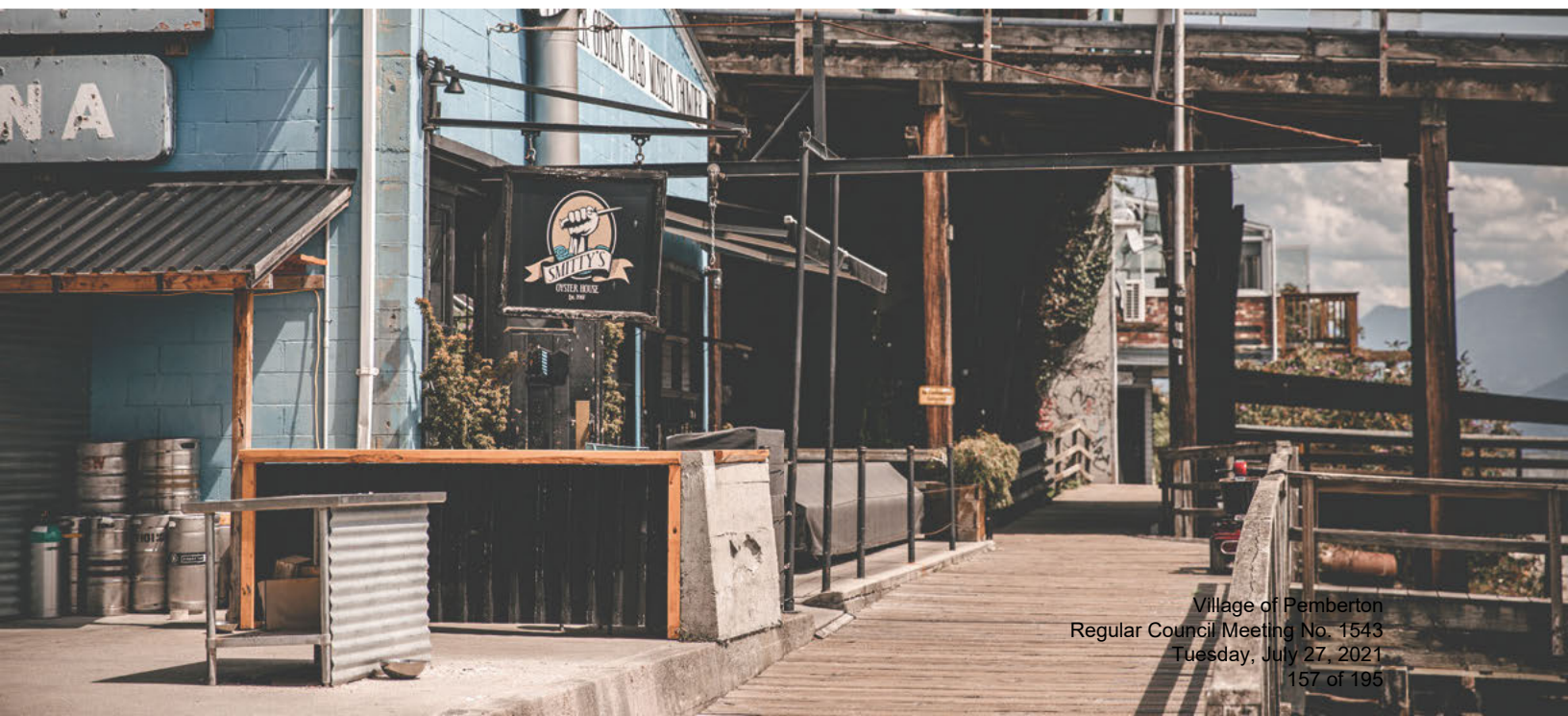
No! It isn't.

Does it cost more?

No! It doesn't.

Are the social value suppliers out there?

Yes! They are.



“Are the dollars we spend gaining the best value and outcomes for our communities?”

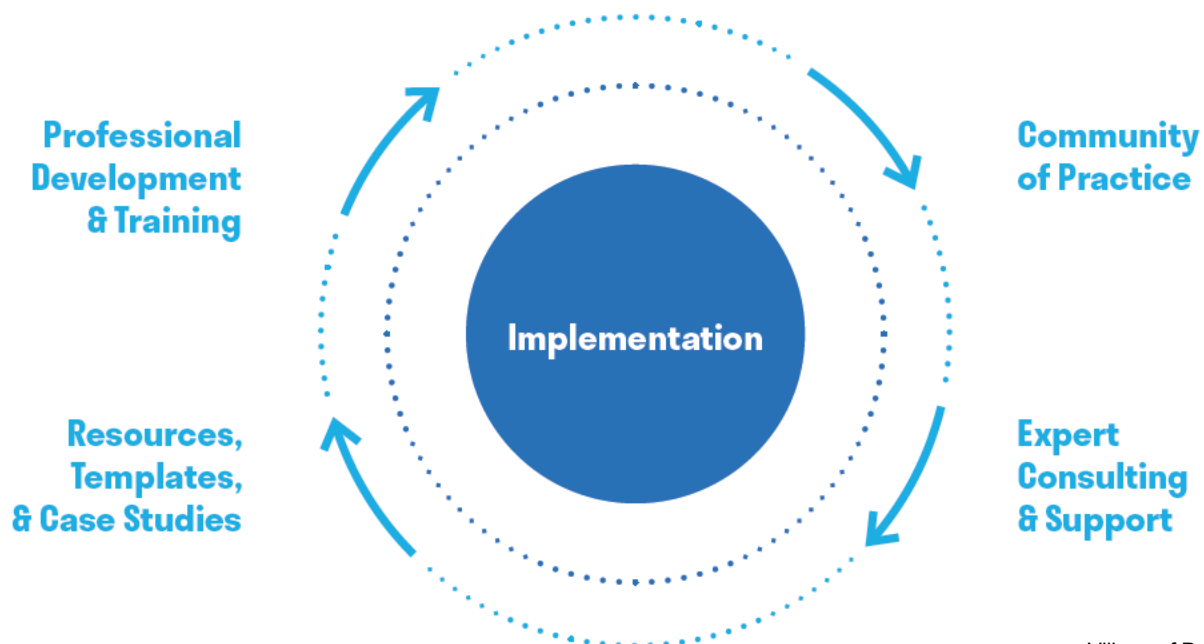
CCSPI Program Timeline

In 2016, a group of community leaders looked at the billions of dollars being spent across Vancouver Island and the Coast, and asked, “are these dollars gaining the best value and outcomes for our communities?”. Two years of development later, six local governments launched CCSPI as a 2-year pilot. Since then, CCSPI has grown to include almost 30 members (and counting) that have access to professional development and training, expert consulting and advice, a rich library of resources and tools, and a thriving community of practice.

Using these tools and resources, CCSPI members have piloted social procurement in over 50 projects across the region, from smaller credit card spends, to goods and services tenders to major construction projects.

Collectively, the membership is building a regional social value supplier database and other resources to build the capacity of suppliers to be able to bid on and deliver on government and institutional procurement opportunities.

In order to measure the important impact of this work, CCSPI is collaborating with Royal Roads University to develop a common measurement framework for CCSPI members to use that aligns with the United Nations Sustainable Development Goals (SDGs).





The Member Journey: From Onboarding to Implementation

CCSPI members are leading the way in changing the systems and culture of institutional procurement. This type of systemic and culture change can be challenging; it needs to be supported at multiple levels, including political, organizational leadership and staff level. These elements contribute to the successful adoption of social procurement:

- Support from both political and staff-level representatives
- “Champions” in positions of leadership that can set the vision for and support the implementation of social procurement practices
- Social procurement outcomes are aligned with community strategic plans and directions
- Representatives across organizational departments participate in education and training together

CCSPI CORE TRAINING:

- SP101**— Introduction to Social Procurement
- SP201**— Social Procurement Implementation
- SP 301**— Social Procurement in Construction Projects

- Procurement and other staff are supported to learn and develop new practices
- Pilot projects are manageable and provide an opportunity for local suppliers and vendors to bid on
- Anticipation of learning and adaptation from pilot project outcome
- Support, in staff time, to learn and develop new practices

Select Member Highlights:



Alberni-Clayoquot
Regional District

Alberni Clayoquot Regional District (ACRD)

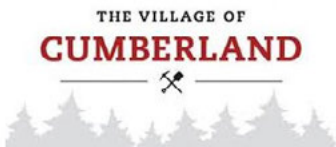
The ACRD has trained staff in implementation of social procurement practices, and piloted social procurement in several projects. They included creating a social procurement policy as an objective in their 2021-2024 strategic plan.



Comox Valley
REGIONAL DISTRICT

Comox Valley Regional District (CVRD)

The CVRD has trained staff, and piloted social procurement in a variety of projects of different sizes with successful outcomes. CVRD has social procurement included in their purchasing policy and have included social procurement as a key service outcome in their corporate plan.



THE VILLAGE OF
CUMBERLAND

Village of Cumberland

Cumberland was the first municipality in BC to adopt a social procurement framework. Social procurement is included in the Village's purchasing policy.



City of Nanaimo

The City has trained staff and included social procurement in their sustainable procurement policy. They now intend to move ahead with pilot projects and supplier engagement.



City of
Campbell River

City of Campbell River

The City has trained their staff in social procurement implementation and is piloting social procurement in a number of goods and services contracts. Moving forward they plan to add social procurement to their purchasing policy.



City of Courtenay

The City has trained staff in social procurement implementation and are intending to include social procurement in their purchasing policy before moving ahead with piloting social procurement in purchasing projects.



Cowichan Valley Regional District (CVRD)

The CVRD has trained staff and piloted social procurement practices in several projects. They released a Request for Information (RFI) to collect information about social value suppliers in the region. Developing procurement policies to promote social equity was included as an objective in their 2020 – 2022 strategic plan.



District of Port Hardy

The District has trained staff and included social procurement in their general purchasing policy. They have successfully trialed social procurement in a number of projects including their arena revitalization.

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Select Member Highlights:



City of Powell River

The City has trained its staff in social procurement implementation and is currently working towards including social procurement in their purchasing policy.



Town of Qualicum Beach

Qualicum Beach has included social procurement in their purchasing policy and have piloted social value criteria in a variety of projects, leading to excellent outcomes that align with their community social objectives and goals.



City of Duncan

The City has included social procurement in their purchasing policy. They are moving towards staff training and social procurement implementation.



City of Victoria

The City has trained their staff in social procurement implementation. They are including social value criteria in many of their tender documents and in mandatory training for their corporate purchasing card holders. The City has also released a Request for Information (RFI) to collect information about social value suppliers in the region.



qathet Regional District

The Regional District has trained staff in social procurement implementation and updated its purchasing policy to include social procurement. They are piloting social value criteria in a number of projects some of which have led to some good local employment outcomes.



District of Sooke

Sooke has included social procurement in their purchasing policy and intends to move ahead with staff training and social procurement implementation.



District of Squamish

The District has included social procurement in their purchasing policy and have trained their staff in social procurement implementation. Squamish has also created an internal working group to focus on supplier outreach.



District of Tofino

Tofino has trained staff in social procurement implementation. They included social value criteria in a major streetscape revitalization project that allowed local contractors to be employed for some portions of the work and they are integrating community benefit outcomes within an upcoming wastewater treatment plant project.



Social Procurement In Action

CCSPI members have now successfully piloted social procurement in over 50 projects across the region. These include small spends like corporate purchasing card procurement, RFPs for goods and services like maintenance, and large construction & infrastructure projects. These snapshots of three of the pilot projects are taken from full case studies which are available at www.ccspi.ca

CASE STUDY #1

City of Victoria: Small Spends for Community Benefit

In 2019, the City of Victoria spent approximately \$3.9M using corporate purchasing cards on purchases under \$1500. There are over 600 purchasing card holders working at the City who have discretion on where and what they purchase and regularly make purchases related to catering, travel, restaurants and office supplies

By educating and empowering these staff, the City identified an opportunity to achieve many small wins that add up quickly and significantly. Now, when making purchases, staff consider supply chains, local jobs and living wages.

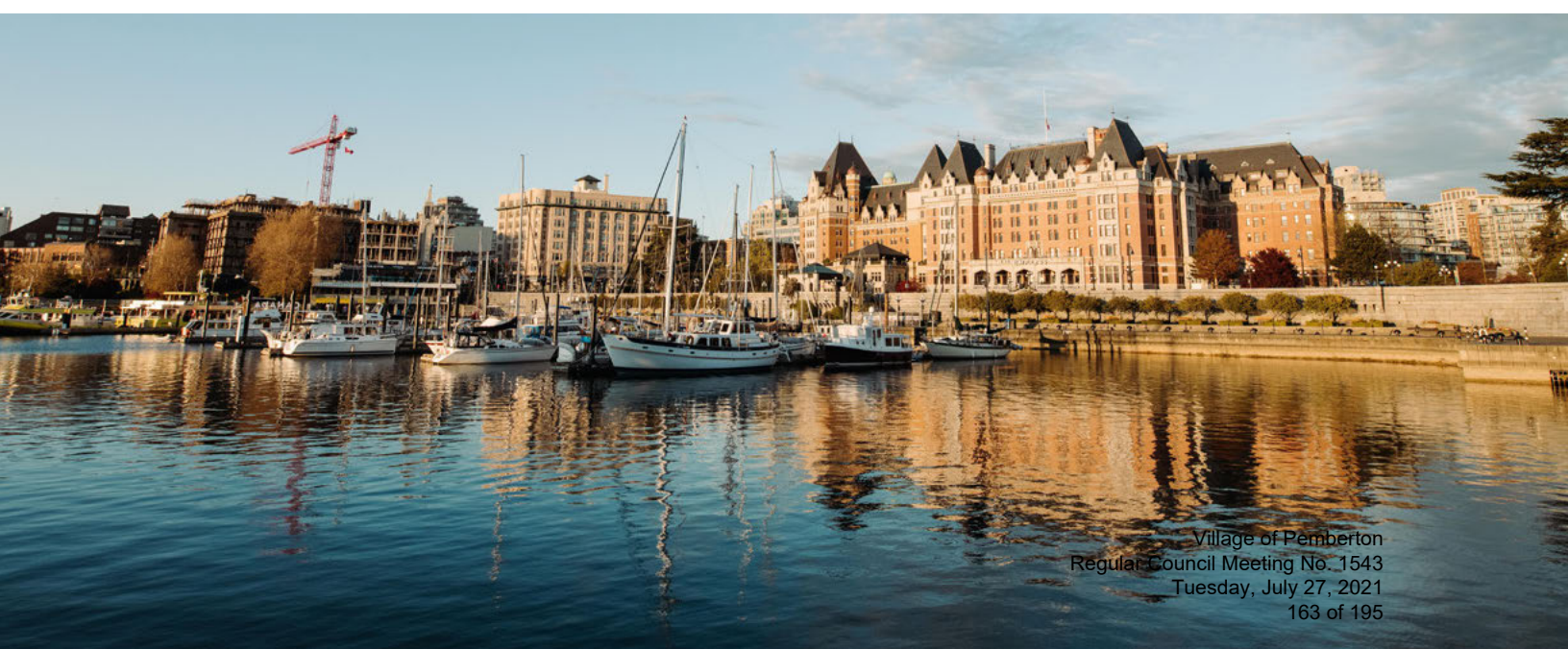
“

When people are making small purchases, they don't think they can make a difference. However, telling them that the City makes a 3.9M collective purchase made them think they could do some good. This was exciting and empowering.

—Leah Hamilton
Buyer, City of Victoria

When the economic multiplier effect is applied, there is significant community benefit that can be generated from these purchasing decisions. Encouraging staff to consider social value in addition to price is a key shift and empowers them to make decisions that have positive outcomes in the community.

Moving forward, the City is continuing with mandatory internal training and building a dedicated resource site for its staff that is populated with a list of local social value suppliers and success stories.





CASE STUDY #2

District of Port Hardy: Test-Driving Community Value

Port Hardy's recreation centre is the beating heart of its community, providing health and wellness services and a place for people to gather. In 2019 the District identified various renovation work was required that included the refrigeration system, a new roof, and other work inside the arena. Working with one of CCSPI's sample templates, the District was able to incorporate social value definitions and used a 'descriptive' process so that proponents could describe how they wanted to achieve community benefits including any anticipated associated costs.

The resulting Request for Proposals (RFP) aimed to integrate local employment, local supply chain management and local living outcomes. One of the goals was that project managers would look for suppliers that also embody and create social value and community benefit. With respect to social value the proponents varied their responses, which included environmental conscience, employment of local labour force and individuals facing barriers, apprenticeships offered, involvement with and financial support of local community non-profit groups and unique methods of tracking energy savings upon completion of the project.

One of the key project outcomes was increased engagement with local First Nations, who use the recreation services regularly. The District consulted with local First Nations on how they would like to be involved in the project and also related business and employment opportunities.



Social procurement is about being inclusive, about the environment, and about the community, workforce and local economy.

—Allison McArrick, CAO (fmr), District of Port Hardy

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How we spend taxpayer dollars should be reflective of the universal values of the communities we serve. In many cases social procurement can improve the overall value to the taxpayer by generating positive outcomes for the community without materially impacting cost.

—Scott Hainsworth, Manager of Operating and Capital Procurement (fmr), Comox Valley Regional District

CASE STUDY #3

Comox Valley Regional District: Keeping It Simple

The Comox Valley Regional District is constructing a new water treatment system with a project value of \$126M. The Regional District was able to obtain funding from a Federal grant that included Infrastructure Canada's Community Employment Benefits Program, and the project proved to be a good opportunity to incorporate social procurement concepts that included employment and skills training and apprenticeship opportunities for local marginalized people.

Proponent evaluation criteria was structured to maximize value. Response requirements included commitments of proposed community employment benefits for target groups which were evaluated alongside cost, experience and quality. The Regional District also held commercially confidential meetings with each proponent that allowed for a more collaborative process and an opportunity for engagement on desired social procurement outcomes.

The project is now well underway and on track for its original completion date. Per the latest project updates, community employment benefit hours are tracking well above the committed totals, with forecasts projecting almost twice the committed hours for underrepresented populations. Notably, there were no additional cost implications associated with the social procurement concepts that were included in the request for proposals.

Supplier & Industry Engagement



CCSPI works with its members to help identify and connect with the social value suppliers and vendors in their communities.

The initiative provides supplier education, support and resources to help social value suppliers build their capacity to respond to and deliver on institutional procurement opportunities.

Working with Chambers of Commerce and Economic Development Organizations, CCSPI members are building a regional social value supplier directory that will allow them to identify those suppliers in the region who have a social value component to their business or enterprise.

This 'whole ecosystem' approach recognizes that both purchasers and suppliers need to speak the same language, foster common understanding, and helps build bridges to lasting business relationships that can support local economies.



Social procurement, primarily through the Community Employment Benefits initiative, is important in our industry. While it can be more challenging for contractors to make community employment commitments during the tendering phase, the initiative is enabling the industry to improve and progress. I am proud of the Aecon team here at the Comox Valley Water Treatment Project as we were able to double all of our employment commitments to date (e.g., Indigenous Peoples, Under-represented Populations, and apprentices) while maintaining a workforce almost entirely local to the Island.

—Jamie Abernethy, Project Director
Aecon Water Infrastructure

AECON



Achieving meaningful, positive, social value, while remaining financially prudent, is a challenging balancing act for any organization. With the resources and best practices CCSPI has developed, through continued consultation with local suppliers and vendors, we are optimistic their members will be well equipped to realize measurable social benefits with their spending.

—Yosef Suna AScT, GSC
General Manager, Knappett Industries

 **Knappett**
INDUSTRIES

“

A regional measurement framework will provide certainty for suppliers while also creating opportunities for CCSPI members to share best practices and improve the implementation of their social procurement policies.

—Heather Hachigian, Assistant Professor, Royal Roads University



Impact Measurement

CCSPI has partnered with Royal Roads University to develop a region-wide impact measurement framework that aligns with the United Nations Sustainable Development Goals (SDGs).

Both procurement officials and the supplier community are engaged in developing meaningful and effective impact metrics and processes.

Looking Ahead

As Phase 1 draws to a close, this is a moment to reflect on all that has been achieved, and set our sights collectively on next steps.

Phase 2 will see CCSPI expand across British Columbia. The initiative will build on existing training, resources and learning and expand on supplier and vendor outreach and capacity building. BCSPi will create a connected network of local governments and institutional purchasers across the Province. who are implementing social procurement best practices. Phase 2 will also focus on the impact measurement tools and resources required to measure the impact of their social procurement, both by organization as well as across the region.



Next Steps:

→ 2021

Expand CCSPI membership on Vancouver Island and in the Coastal Communities, inviting participation from institutional purchasers like school boards, post-secondary institutions and health authorities.

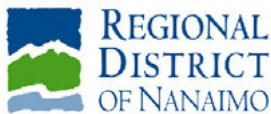
→ 2022—2024

Expand CCSPI membership to more communities across British Columbia.

What Could Be Possible If...?

- ✓ By 2024 at least 100 local governments and institutional purchasers in BC have participated in CCSPI membership offerings
- ✓ Member governments and institutional purchasers are including social value outcomes in at least 50% of their procurement
- ✓ Suppliers have been engaged and submitted RFPs or other bid documents that meet or exceed local government and purchaser objectives and expectations
- ✓ Suppliers with no previous engagement with institutional purchasers have gained the capacity to bid and deliver on contracts
- ✓ CCSPI members are utilizing a common impact measurement framework, demonstrating in full the local community impacts and benefits of their purchasing practices.

Participating Organizations



Acknowledgements

CCSPI is supported by ICET. We acknowledge the leadership shown by the steering committee and local governments, organizations and institutions who are pioneering social procurement practices in our region and beyond.



Learn more about CCSPI at www.ccspi.ca

Become a member of CCSPI:

Contact Robert Fisher, Project Coordinator at

rfisher@scalecollaborative.ca

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From: [VoP Admin](#)
To: [Sheena Fraser](#)
Subject: FW: City of Mississauga, Ontario Council Resolution 0155-2021
Date: Tuesday, July 13, 2021 1:15:42 PM
Attachments: [Resolution 0155-2021.pdf](#)

From: Michelle Sanstra <Michelle.Sanstra@mississauga.ca>

Sent: Tuesday, July 13, 2021 12:41 PM

To: district@100milehouse.com; info@abbotsford.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcarra@belcarra.ca; bim@bimbc.ca; clerks@burnaby.ca; village@burnslake.ca; admin@cachecreek.info; info@campbellriver.ca; village@canalflats.ca; castlegar@castlegar.ca; municipalhall@csaanich.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; admin@village.clinton.bc.ca; info@coldstream.ca; info@colwood.ca; town@comox.ca; feedback@coquitlam.ca; info@courtenay.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; admin@dawsoncreek.ca; clerks@delta.ca; duncan@duncan.ca; info@elkford.ca; info@cityofenderby.com; info@esquimalt.ca; cityhall@fernie.ca; district@fortstjames.ca; info@fortstjohn.ca; rjholland@fraserlake.ca; ktuttle@village.fruitvale.bc.ca; info@gibsons.ca; info@goldriver.ca; enquiries@golden.ca; info@grandforks.ca; general@villageofgranisle.ca; finance.greenwoodcity@shaw.ca; info@harrisonhotsprings.ca; info@hazleton.ca; info@highlands.ca; info@hope.ca; doh@houston.ca; tonia@hudsonshope.ca; info@invermere.net; mark.read@jgmm.ca; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; clee@kentbc.ca; town@keremeos.ca; info@kimberley.ca; districtofkitimat@kitimat.ca; info@ladysmith.ca; admin@lakecountry.bc.ca; general@lakecowichan.ca; administration@langford.ca; info@langleycity.ca; info@tol.ca; district@lantzville.ca; info@lillooet.ca; reception@lionsbay.ca; districtofloganlake@loganlake.ca; info@lumby.ca; hotspot@lytton.ca; info@districtofmackenzie.ca; enquiries@mapleridge.ca; cao@masset.ca; mcbride@mcbride.ca; info@merritt.ca; info@metchosin.ca; midwaybc@shaw.ca; info@mission.ca; admin@montrose.ca; cao@nakusp.com; victoria.bowering@nanaimo.ca; swinton@nelson.ca; office@newdenver.ca; info@newhazleton.ca; info@newwestcity.ca; info@northcowichan.ca; admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; justask@northernrockies.ca; administration@oakbay.ca; admin@oliver.ca; info@osoyoos.ca; info@parksville.ca; info@peachland.ca; VoP Admin <admin@pemberton.ca>; ask@penticton.ca

Subject: City of Mississauga, Ontario Council Resolution 0155-2021

Good afternoon,

At the City of Mississauga's Council meeting on June 30, 2021 Council passed the attached Resolution 0155-2021, regarding Canada Day. The direction from Council includes distributing the attached Resolution to all Canadian municipalities.

Thank you,

Michelle Sanstra

Legislative Coordinator, Legislative Services

T 905-615-3200 ext. 5411
michelle.sanstra@mississauga.ca

[City of Mississauga](#) | Corporate Services Department,
Legislative Services Division



MISSISSAUGA

RESOLUTION 0155-2021
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on June 30, 2021

0155-2021

Moved by: P. Saito

Seconded by: C. Parrish

WHEREAS The City of Mississauga operates on the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation and Anishinaabe peoples, the Haudenosaunee Confederacy and the Huron-Wendat First Nation. We recognize that these peoples, and their ancestors live and lived on these lands since time immemorial on these lands called Turtle Island. The City of Mississauga is home to many First Nations, Métis and Inuit peoples; and

WHEREAS the residents of the Town, now City, of Mississauga chose for their name an anishinaabemowim name which speaks to the shared settler and Indigenous history within these lands; and

WHEREAS the City of Mississauga has committed to a path towards Reconciliation with Indigenous Peoples and has responded to the Truth and Reconciliation Commission's Calls to Action; and

WHEREAS the City of Mississauga is committed to speaking truths about our history to further our collective understanding of the past to help create a better future; and

WHEREAS the terrible uncovering of over one thousand unmarked and forgotten children burials at residential schools which have been reported over the past month is a truth about Canada's past; and

WHEREAS because of these truths the government of Canada has declared this year's Canada Day should be a time of reflection and focus on reconciliation; and

WHEREAS Gimaa Stacey LaForme of the Mississaugas of the Credit First Nation has called for this to be a time for supporting each other and contemplating the legacy and future of Canada; and

THEREFORE BE IT RESOLVED that the City of Mississauga will mark Canada Day virtually this year in a manner that provides an opportunity for reflection on our shared history and commitment to a better future:

- Singing of National Anthem
- Greetings and Opening Remarks, Mayor Bonnie Crombie
- Comments from Mayor of Kariya, Japan Takeshi Inagaki
- Comments from Gimaa Stacey LaForme
- Oath of Reaffirmation performed by Members of Council
- Closing Remarks, Mayor Bonnie Crombie
- Lighting the Clock Tower orange to remember those lives lost and changed forever as a result of residential schools

- Changing the digital signage at the Square to “As we mark Canada Day, the City of Mississauga stands in solidarity with Indigenous communities across Canada.”

AND FURTHER to mark this Canada Day:

That the Council of the City of Mississauga call upon the Government of Canada to terminate its appeal of the 2019 Human Rights Tribunal Ruling, ordering Ottawa to pay compensation to First Nations Children and their families, separated in a chronically underfunded child welfare system that sees Indigenous children making up more than half the children in foster care even though they comprise only 7% of all the children under the age of 15 in Canada.

AND That this Resolution be sent to all municipalities in Canada.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	X			
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor P. Saito	X			
Councillor S. McFadden	X			
Councillor G. Carlson	X			

Unanimous (12, 0)

Dear Mayor Mike Richard,

Thank you for your correspondence dated January 18, 2020 addressed to the Right Honourable Justin Trudeau, Prime Minister of Canada, regarding the ongoing opioid overdose crisis. Your message was forwarded to the Minister of Health, the Honourable Patty Hajdu. We appreciate you forwarding the resolution that the Council of Pemberton passed in support of the resolution at the City of Kamloops Regular Council meeting on December 18, 2020. I have been asked to respond to you directly. While I cannot determine why there has been such a long delay in receiving your letter, it is unacceptable. Please accept my sincere apologies for the delay in responding.

I am grateful for the time that you took to share your concerns with us. Hearing from concerned communities like yours is important to us. The Government of Canada has made it a priority to listen to Canadians most impacted by problematic substance use and the opioid overdose crisis to inform a comprehensive, collaborative, and compassionate response. We recognize the complexity and the devastating impacts that the crisis is having on individuals, our friends, families, and communities across the country.

The Government of Canada's approach to substance use issues has been guided by our federal drug strategy – the Canadian Drugs and Substances Strategy (CDSS). The CDSS takes a public health-focused approach, and lays out our framework for evidence-based actions to reduce the harms associated with substance use in Canada. It includes four key pillars – prevention, treatment, harm reduction, and enforcement.

Since the introduction of the CDSS in 2016, the Government of Canada has taken evidence-based [action to address the opioid overdose crisis](#) through investments of over \$700 million as well as legislative and regulatory action. As part of this investment, Budget 2021 proposes to provide \$116 million over two years, starting in 2021-22, building on \$66 million invested in the 2020 Fall Economic Statement, for the Substance Use and Addictions Program (SUAP) to support a range of innovative approaches to harm reduction, treatment, and prevention at the community level.

We understand and share your concerns regarding the challenges in connecting people to appropriate services in a fragmented treatment landscape. While provinces and territories are generally responsible for funding and delivery of treatment services, the federal government has a role to play in making sure appropriate and evidence-based treatment options are available. We continue to support efforts to increase access to harm reduction services, such as supervised consumption sites; strengthen enforcement to help reduce the toxic illegal drug supply; increase awareness and prevention efforts, including addressing substance use stigma; and, build the evidence base through investments in research and surveillance.

We have taken actions to reduce barriers to providing people who use drugs with a safer, pharmaceutical-grade alternative to the toxic illegal drug supply. For example, Health Canada has eased restrictions on pharmacists and the transportation of

controlled substances, to make it easier for people to access the medications they need during the COVID-19 pandemic while following public health advice, such as physical distancing. Health Canada's SUAP is currently funding 18 safer supply projects that are offering services across 30 sites in five provinces. This represents total investments of \$59.9 million across British Columbia, Ontario, Quebec, New Brunswick and Nova Scotia. These investments will help provide pathways to care and treatment. The evaluation of these innovative projects will continue to build the evidence base to support the scaling up of effective models.

The provision of health care services is, with a few exceptions, a provincial and territorial responsibility, not a federal one. While recent regulatory flexibilities at the federal level have helped reduce barriers, expansion of safer supply services requires the buy-in of provincial and territorial Ministers of Health, relevant professional and regulatory bodies, and health care providers who can prescribe the relevant medications and provide care to people with substance use disorders. We continue to engage with these stakeholders to inform them about safer supply and encourage them to look within their sphere of influence and work to remove barriers to this promising practice.

Further, the Government of Canada continues to support the use of programs that create pathways away from the criminal justice system toward appropriate health services and social supports. For example, in August 2020, the Public Prosecution Service of Canada [issued](#) guidance to prosecutors stating that alternatives to prosecution should be considered for simple possession offences, except when there are serious aggravating circumstances. On February 18, 2021, the Department of Justice Canada introduced [Bill-C-22](#), which would repeal mandatory minimum penalties for drug-related offences and require police and prosecutors to consider other responses to some drug-related offences, such as diversion to addiction treatment programs.

Concerning the declaration of a national public health emergency, the federal government has publicly recognized and committed to responding to the opioid overdose crisis and is already using the broad range of powers at its disposal. Declaring a public health emergency and invoking the federal Emergencies Act, to manage critical situations of a temporary nature, would not provide any additional measures that would support our immediate or longer-term response efforts. The comprehensive federal response has included reducing legislative and regulatory barriers, awareness campaigns, improving the knowledge base and providing emergency funding to provinces and territories, which were put in place without a formal declaration of a public health emergency.

The opioid overdose crisis is a complex public health issue and we recognize that no single organization or level of government can solve this situation alone. The Government remains committed to working with a wide range of partners – including the provinces and territories, people who use drugs and with lived and living experience, Indigenous peoples and racialized communities, civil society organizations, public

health and law enforcement leaders – to determine the best ways to support people who use substances, advance solutions to save lives and help reverse this national public health crisis while recognizing that problematic substance use must be treated as a health condition. Thank you again for taking the time to share your views.

Yours sincerely,

Jennifer Novak
Executive Director
Opioid Response Team
Controlled Substances and Cannabis Branch
Health Canada
Canada.ca/opioids



Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

July 13, 2021

Dear Friends & Neighbours,

Canada's tourism sector has been one of the most heavily impacted industries during the COVID-19 pandemic, a fact that our region knows all too well. That is why the Government of Canada has provided over \$15.4 billion in direct supports to the tourism sector and why we announced a dedicated Tourism Relief Fund to support Canada's tourism sector in Budget 2021.

This week, the Minister of Economic Development and Official Languages, the Honourable Mélanie Joly, **announced the launch of the new Tourism Relief Fund. Eligible organizations can now submit applications to support the tourism sector as they prepare to welcome back domestic travelers and reposition Canada as a world-class destination.**

Canada's regional development agencies (RDAs) will deliver \$485 million directly to businesses and organizations to help them adapt their operations to meet public health requirements while investing in products and services to facilitate future growth. The Fund will also focus on empowering tourism businesses attract visitors from across Canada and around the world as our country prepares to safely re-open. The Tourism Relief Fund will also offer liquidity support as needed when the Regional Relief and Recovery Fund is no longer available. Indigenous communities that rely heavily on tourism have also been disproportionately affected by COVID-19. In order to close this gap, the Government of Canada is investing a minimum of \$50 million of the Tourism Relief Fund in Indigenous tourism projects.

Businesses may receive non-repayable funding for 50% of project costs up to a maximum of \$100,000, or 75% of project costs to a maximum of \$500,000. Priority consideration will be given to projects that contribute to job creation or economic growth of a region, where business or organization is of strategic importance to the tourism sector in the region, or that take place in a tourism dependent community or region.

For more information, including the eligibility criteria and application guide, and to apply for the Tourism Relief Fund, [visit this webpage](#) or visit the [Western Economic Diversification webpage](#).

I encourage all interested organizations to take advantage of this program and apply for funding. If you have any questions, please do not hesitate to reach out to our office. We stand ready to help you in any way that we can.

Sincerely,



Patrick Weiler, MP

West Vancouver-Sunshine Coast-Sea to Sky Country

Constituency Ottawa

6367 Bruce Street Suite 282, Confederation Building

West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton

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Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

July 13, 2021

Dear Friends & Neighbours,

This week, the Minister of Agriculture and Agri-Food, the Honourable Marie-Claude Bibeau, announced that the Local Food Infrastructure Fund has re-opened for applications with \$23 million to support projects in 2021-22.

This includes a new top-up of \$10 million, which is part of the Government of Canada's commitment in Budget 2021 to provide continued support to emergency hunger relief organizations, who have faced significant challenges due to the COVID-19 pandemic, such as higher demands and fewer resources.

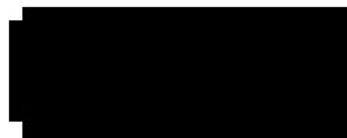
Since it was first launched in August 2019, the Fund has already committed \$27 million to support over 625 vital food security projects across Canada, such as: community gardens and kitchens; refrigerated trucks and storage units for donated food; greenhouses in remote and northern communities; and more.

The new application intake will provide rapid-response grants valued between \$15,000 and \$100,000 to help prevent hunger through investments in infrastructure needs. Project impacts must be targeted, immediate, and directly related to addressing food insecurity and increasing the accessibility of healthy, nutritious and ideally local foods within the community.

Applications for the new intake are now being accepted as of July 12, 2021, up until August 13, 2021 depending on funding availability. Eligible applicants are not-for-profit organizations that have been in operation for at least two years, or Indigenous groups.

[For more information and to apply, please visit this webpage.](#) If you have any questions, please reach out to our office and we would be more than happy to assist you in any way that we can.

Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

District of Sicamous
446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0
T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
www.sicamous.ca



July 15, 2021

Member Municipalities

Sent via email.

Re: Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.

To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,



Mayor Terry Rysz,
DISTRICT OF SICAMOUS

Encl. Protection for Outdoor Recreation Opportunities in BC
Protection for Established Snowmobile Recreational Sites or Trails



British Columbia Snowmobile Federation

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

FRPA Recreation Resource Value Objective (all recreation in BC)

Background

The BC Government brought the Forest Range & Practice Act (FRPA) into force in 2004. This legislation outlines parameters for how public lands and resources are managed within the province. Specifically, FRPA serves to align government, private, and public interests by defining values such as biodiversity, cultural heritage, and timber. These land 'values' are then assigned 'objectives' detailing how land users must work together and apply meaningful strategies to protect and retain these resources. Of the eleven FRPA values, recreation remains the only one for which the Ministry of Forests has never assigned 'objectives'. Without declared objectives, industrial licensees currently have no requirement to consider, consult, or coordinate their activities on registered public trails or around public recreational resources in the province.

We believe that FRPA land use objectives should encompass the values which are important to BC residents, our communities, and to the outdoor recreation sector with at least equal consideration.

Therefore, the BC Snowmobile Federation would like to propose the following regulatory change:

Proposed Objective

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.

Community | Integrity | Engagement | Leadership

MISSION STATEMENT "The British Columbia Snowmobile Federation is dedicated to provide strong support to member clubs to establish, maintain and protect quality opportunities for organized recreation in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

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Draft Resolution #1

Title: Protection for Outdoor Recreation Opportunities in BC

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on meaningful outdoor recreation for economic stability and development and, at the same time, those local governments and communities care about maintaining existing Recreation Sites and Trails Management and/or Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS Government has established broad Forest Range Practices Act (FRPA) objectives under the Forest Planning and Practices Regulation (FPPR) for ten of the eleven FRPA values. They have not established an objective for recreation. Which makes recreation the only value without a FRPA objective and leaves recreation out of planning processes.

AND WHEREAS only the BC Government can set Objectives within the Forest Range Practices Act.

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to create the following objective under the Forest Planning and Practices Regulation Part 2 Division 1:

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.



British Columbia Snowmobile Federation

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

Section 56 Individual Sites & Trails Objectives (snowmobile specific)

Background:

Section 56 of the Forest Ranges and Practices Act (FRPA) allows the government to establish or disestablish recreation sites, trails and interpretive forest sites. It also allows the government to establish Site Level objectives for these sites or trails at the time they are established or by amendment at anytime. This can easily be done by the authorized designated decision maker which is often the Recreation Sites and Trails BC District Manager.

Snowmobile Clubs across BC enter into Partnership Agreements with the Government to ensure the provision of safe, sanitary, socially acceptable and environmentally sound recreation sites and trails for public use. This is done through the investment of many volunteer hours, user fees and fundraising by BC Snowmobile Federation (BCSF) Member Clubs to support trail maintenance efforts. However, under the current FRPA Framework, snowmobile clubs are not even assured that the services and recreation sites they are responsible for managing will not be disrupted by industrial forest activity. Licensees are not currently obligated to consider, communicate, or mitigate any snowmobile trail disruption in their Forest Stewardship Planning. The BCSF has been told that Industry must only plan for and consider sites where a government registered objective is set and where their operations might impact that established objective.

For the snowmobile sector many snowmobile trails have been established under FRPA Section 56 but in a recent study completed by the BC

Community | Integrity | Engagement | Leadership

MISSION STATEMENT "The British Columbia Snowmobile Federation is dedicated to provide strong support to member clubs to establish, maintain and protect quality opportunities for recreation in British Columbia and to promote the safe and environmentally responsible use of these opportunities." Village of Pemberton Regular Council Meeting No. 1543 Tuesday, July 27, 2021

Snowmobile Federation it is clear that almost all have no site specific objectives set. The only sites that have objectives were established prior to 2004 when FRPA was enacted. These have vague objectives that have little meaning in today's working forest and do not properly reflect the tourism value of snowmobile trails today.

Also, many of our registered snowmobile trails have sections that overlap Forest Service Roads/Wilderness Roads in the winter months. They essentially carry a dual status depending on whether they are plowed or not. If the road is unplowed it is a registered snowmobile trail and when it is plowed it becomes an industry road. Without an objective the registered snowmobile trail can be plowed out at any time with industry not being currently obligated to consider, communicate, or mitigate this snowmobile trail disruption to the club that has the registered snowmobile trail on the same road.

Therefore, the BC Snowmobile Federation would like all existing and new snowmobile recreation sites or trails to have the following standard government registered objectives established:

Proposed Objectives

Section 56 - Recreation Site Level Objective (snowmobile specific) -
All snowmobile trails

- 1. The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
- 2. Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a*

recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.

- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail at least six months in advance.*

Section 56 - Recreation Site Level Objective (snowmobile specific) - “High Value” Snowmobile Trails

Furthermore, in British Columbia we have areas that have a high recreation value for the snowmobile community that represent significant tourism and community benefit. These trails are designated as high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director. The BC Snowmobile Federation would additionally like the following objectives to be established to these sites or trails.

- 1. Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*

Draft Resolution #2

Title: Protection for Established Snowmobile Recreational Sites or Trails

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on the 299 million dollars the snowmobile industry provides to rural communities in British Columbia for economic stability and development.

AND WHEREAS, local governments, communities and snowmobile clubs care about maintaining existing meaningful Recreation Sites and Trails Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS, BC Snowmobile Federation member Snowmobile Clubs are the largest partner of established Recreation Sites and Trails in BC.

AND WHEREAS, Site level objectives under Section 56 of FRPA have not been established for snowmobile trails in BC resulting in a lack of communication or need to include consideration in Forest Stewardship Plans (FSP).

AND WHEREAS only a Government authorized designated decision maker can set Individual Recreation Objectives for an established recreation trail (site).

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing established snowmobile sites under Section 56 of FRPA

- 1. The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
- 2. Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*
- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail (site) at least six months in advance.*

FURTHERMORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing snowmobile sites that are established under Section 56 of FRPA and that are considered to be high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director.

Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

July 16, 2021

Dear Friends & Neighbours,

This week, the Honourable Mary Ng, Minister of Small Business, Export Promotion and International Trade, **announced the launch of a call for applications for the [Canada Digital Adoption Program's \(CDAP\) first stream, Grow Your Business Online](#)**. Announced in Budget 2021, the CDAP is an investment of \$4 billion and will be comprised of two streams, with stream 2, Boost Your Business Tech, also including \$2.6 billion in zero-interest loans to help Canadian businesses adopt new technologies.

The first stream will award funding of up to \$336.8 million to not-for-profit organizations to support small businesses as they adopt digital technologies such as digital storefronts and e-commerce platforms, and expand their digital presence.

The call for applications for the first stream targets organizations with expertise and experience in helping local and regional businesses adopt digital technologies as well as experience in working with educational systems. The latter experience includes recruiting, training and mentoring students who will support small businesses as part of the CDAP as they bring their products and services online. **More details can be found on the [Grow Your Business Online](#) page.**

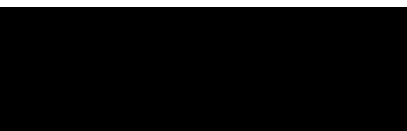
The Grow Your Business Online stream is targeted at customer-facing businesses such as small-scale retail and service operations that have not made significant investments in digital technologies and are looking to reach more customers online by digitizing their businesses. These businesses are eligible for microgrants of up to \$2,400 to adopt e-commerce capabilities and increase their digital presence. This stream will also support up to 11,200 jobs for students who would act as digital advisors to small businesses.

The call for applications closes on August 6, 2021 at 5:59 p.m. PT.

More information on the CDAP's second stream, Boost Your Business Tech, as well as more details for small businesses and students, will be available in the coming weeks.

If you have any questions, please do not hesitate to reach out to our office. We stand ready to support your application in any way that we can.

Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

Constituency *Ottawa*

6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa Village of Pemberton
British Columbia V7W 2G5 Ontario K1A 0A6 Regular Council Meeting No. 1543
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620 Tuesday, July 27, 2021
189 of 195



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

July 20, 2021

Dear Friends & Neighbours,

Infrastructure failures from natural hazards and extreme weather events can result in threats to health and safety, interruptions in essential services, significant disruptions in economic activity, and high costs for recovery and replacement.

An increasing number of Canadian communities have experienced significant weather-related disasters triggered by climate change, impacts our region knows all too well. The Government of Canada is making important investments to construct, rehabilitate and expand critical public infrastructure susceptible to these risks.

Today, the Honourable Catherine McKenna, Minister of Infrastructure and Communities, **launched a new intake for the Disaster Mitigation and Adaptation Fund (DMAF)**. Communities across Canada are invited to submit projects that will protect and strengthen their communities by increasing their resilience to the socio-economic, cultural and environmental impacts of natural hazards and extreme weather events when considering current and potential future climate change impacts.

The Disaster Mitigation and Adaptation Fund [received an additional \\$1.375 billion in Budget 2021](#) to support projects such as wildfire mitigation activities, rehabilitation of storm water systems, and restoration of wetlands and shorelines. Under this program, \$670 million is being dedicated to new, small-scale projects between \$1 million and \$20 million in total eligible costs. The remaining funding envelope is allocated to large-scale projects above \$20 million in total eligible costs. In addition, a minimum of \$138 million of the total funding envelope is being dedicated to Indigenous recipients. Together, this funding will help small, rural, remote, northern, and Indigenous communities adapt to climate change impacts.

Through DMAF, the Government of Canada is making sure Canadian communities are better able to withstand damage caused by climate change and extreme weather events. These investments help keep Canadians safe, protect local businesses, and support strong local economies.

The DMAF program will be open on July 20, 2021 to accept applications for the Large-Scale and Small-Scale Project Stream. All eligible applicants have the option of submitting their completed applications forms by the specified submission deadlines as follows:

<i>Constituency</i>	<i>Ottawa</i>	
6367 Bruce Street West Vancouver British Columbia V7W 2G5 Tel.: 604-913-2660 Fax.: 604-913-2664	Suite 282, Confederation Building 229 Wellington Street, Ottawa Ontario K1A 0A6 Tel.: 613-947-4617 Fax.: 613-847-4620	Village of Pemberton Regular Council Meeting No. 1543 Tuesday, July 27, 2021 190 of 195

Large-scale project stream

Projects with Total Eligible Costs of \$20 million and above

- Applications are open on **July 20, 2021**.
- **First assessment period:** Applications are closed on **October 15, 2021** at **7:00 PM EST**.
- **Second assessment period:** Applications are closed on **July 20, 2022** at **7:00 PM EST**.

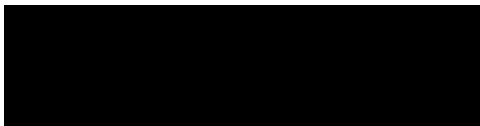
Small-scale project stream

Projects with Total Eligible Costs between \$1 million and \$20 million

- Applications are open on **July 20, 2021**.
- **First assessment period:** Applications are closed on **November 15, 2021** at **7:00 PM EST**.
- **Second assessment period:** Applications are closed on **July 20, 2022** at **7:00 PM EST**.

For more information and to apply for the Disaster Mitigation and Adaptation Fund, [please visit this webpage](#). If you have any questions, please do not hesitate to reach out to our office. We stand ready to assist your application in any way that we can.

Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country



July 21, 2021

RE: Winterfest Pemberton and District Initiative Fund

Dear Sir/Madam:

The Spirit of BC Pemberton Committee has decided to no longer plan and host the annual Pemberton Winterfest event. As such, the Committee will return the allotted Pemberton & District Initiative Funds.

The Spirit of BC Pemberton Committee was founded back in 2005 as a way to build excitement and a shared sense of community in the lead-up to the 2010 Olympic & Paralympic Winter Games. For another 10 years after the Games were held, Winterfest continued on, morphing and changing in response to differing annual financial support, Committee Member changes, un-safe ice conditions, unreliable weather challenges, etc.

Following the 2020 Winterfest event (New Year's Celebration - December 31, 2019, Adventure Hunt - February 15, 2020), the event (and the Committee) faced its greatest challenge to date – the COVID-19 global pandemic. Due to gathering restrictions, the Winterfest events that were planned for December 2020 and February 2021 were cancelled. While the cancellation was disappointing, the pandemic provided a natural break in the 15 year run of the event.

The Committee regrouped in March of this year to discuss the future of Pemberton Winterfest. Several months later, the Committee made the decision to no longer host this community event. This decision was not easily reached and was discussed at length between the Members.

As such, the Winterfest Committee will return the PDIF funding received to produce the 2021 event, which was cancelled due to COVID-19. We had hoped to execute an event this coming winter, but our focus and plans have now changed.

Some work has been done by the Event Manager (one of the PDIF budget allocation items), and so a total of \$8402.81 of the \$9000 received will be returned. The difference of \$597.19 (\$568.75 plus GST) equals 16.25 hours of work completed by the Event Manager in 2020 and 2021. This work included: PDIF final report preparation and presentation, equipment and archive inventory, venue meeting, committee meetings, bank account signing authority management, and various administrative tasks (committee correspondence, emails, phone calls, etc.).

And so, on behalf of the Spirit of BC Pemberton Committee, I want to thank you for your amazing continued support of the Pemberton Winterfest event. The Village of Pemberton and SLRD's enthusiasm towards this event over the past 15 years was much appreciated. If you have any questions, please feel free to contact me at

Sincerely,



Carlee Cindric
Winterfest Chair



Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

July 22, 2021

Dear Friends & Neighbours,

This week, the Honourable Mélanie Joly, Minister of Economic Development and Official Languages, **announced the launch of the new Jobs and Growth Fund.**

Delivered by [Canada's regional development agencies](#) (RDAs), the new fund provides \$700 million to support a regional response and stimulate economic recovery following the COVID-19 pandemic by investing in projects that will help to create jobs over the next three years and beyond. This includes up to \$70 million dedicated to businesses created after January 2020 that meet eligibility criteria. By investing in job creators, the fund will help them to future-proof, build resiliency and position businesses for a strong recovery by adopting clean technology, increasing diversity, implementing new digital technologies and strengthening capacity in critical sectors.

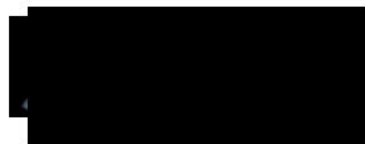
Businesses and the organizations that support them can now apply. **Applications are being accepted on a continuous intake basis until March 31, 2024, or until funding is fully committed.**

Through this fund and the recently-announced [Canada Community Revitalization Fund](#), [Major Festivals and Events Support Initiative](#) and the [Tourism Relief Fund](#), Canada's RDAs continue to be trusted partners, delivering targeted support for economic recovery across Canada.

For more information about the Jobs and Growth Fund, including the eligibility criteria and application guide, [visit this webpage](#) or call Western Economic Diversification at 1-888-338-WEST (9378).

I encourage all interested organizations to take advantage of this program and apply for funding. If you have any questions, please do not hesitate to reach out to our office. We stand ready to support your application in any way that we can.

Sincerely,



Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country



ROCKY MOUNTAINEER

July 22, 2021

Mayor and Council
Village of Pemberton

Sent via email

Dear Mayor Richman and Council,

On behalf of Rocky Mountaineer, I am extending my sincerest apologies for the disruption our train caused to Pemberton residents on July 21. It was never our intention to negatively impact the Pemberton community and its residents in any way.

When we were notified of the noise complaints from residents, the team manually shut down the locomotives and one of the two generators. We needed to continue running the smaller of the two generators to maintain refrigeration of food onboard, but the noise should have been decreased.

Please be assured, we will address this concern so it is never an issue again. Our train next arrives in Pemberton on August 8, and we will have a solution in place. Our team has begun work immediately to identify how we can minimize noise from our train and ensure Rocky Mountaineer does not cause any further disruption to the residents of Pemberton.

We value the communities our trains travel through and sincerely apologize for the disruption. If you wish to discuss this matter further or have any other questions, please reach out to me directly.

Kindest regards,



Mark Southern
Senior Vice President and Chief Operating Officer
Phone: 604-606-7299
Email: msouthern@rockymountaineer.com

CC: Nikki Gilmore, Chief Administrative Officer for the Village of Pemberton

OPEN QUESTION PERIOD POLICY

THAT the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920
Held November 2, 1999*

*Amended by Council at Meeting No. 1405
Held September 15, 2015*